

PLEASE PRINT CLEARLY IN BLACK INK

Form: SSC-126/06/08

This form must be completed by 'lapsed' or 'discontinued' students who wish to resume their course (except research degrees).
Do not complete this form if you are either a WAAPA student or currently excluded indefinitely from your course – refer to the following information:

1. WA Academy of Performing Arts (WAAPA) students – please contact WAAPA Admissions Officer for further advice.
2. If your discontinued status is due to Academic Progress being excluded indefinitely from your course – please contact Student Central for further advice.

NOTE:

International students must present a valid Confirmation of Enrolment (COE)# to Student Central as provided from the ECU International Office (ECUI). Applications can be downloaded from www.ecu.edu.au/international/studentsupport/forms.html
COE provided from your ECU student record is not valid with this application. If you are COE exempt, refer to ECUI to obtain a signed approval.

STUDENT NUMBER									
SURNAME/FAMILY NAME (Block Letters)					GIVEN NAME/S (Block Letters)				
ADDRESS							POSTCODE		
EMAIL:						DAYTIME PHONE:			
NAME OF COURSE TO BE RESUMED:								COURSE CODE:	
SEMESTER / YEAR OF INTENDED COURSE RESUMPTION:			/	2	0	FACULTY / SCHOOL			
SIGNATURE:						DATE			

Instructions for Students

This form is intended for students who have discontinued from their course, or allowed their enrolment to lapse and now want to resume their studies in that course.

To apply to resume you need to complete the top section of the form and submit to one of our Student Central offices either in person, by email, by post or facsimile.

Student Central will check your course record and either:

- Return your course status to 'inactive' status and advise you when you are now able to re-enrol; or
- Refer you to a Faculty or School representative for further advice.

With the introduction of the Higher Education Support Act administrative reforms in 2004, student administration and tuition fee arrangements have changed significantly. To understand the implications of the legislation on your enrolment, you are advised to obtain and read the 'Information for Commonwealth Supported Students' booklet (for former HECS students) or the 'Fee-Help Information' booklet (for former PELS students). You can also visit the following websites for more information:

www.goingtouni.gov.au

How you can contact Student Central:

	Telephone	Facsimile	Building / Room	Postal Address	E-Mail
Bunbury	9780 7856	9780 7659	Building 1 Bunbury Map Link	Robertson Drive Bunbury WA 6230	southwest@ecu.edu.au
Joondalup	6304 2000	6304 5188	Building 18 Joondalup Map Link	270 Joondalup Drive Joondalup WA 6027	enquiries@ecu.edu.au
Mt Lawley	6304 2000	9370 6188	3.163 Mount Lawley Map Link	2 Bradford Street Mount Lawley WA 6050	enquiries@ecu.edu.au

STUDENT CENTRAL USE ONLY:

Application received on: ____ / ____ / ____

Received by (print name):

- 1 Update student contact details
- 2 International Students go to Q:3
All other applications go to Q:4
- 3 **International Students** – International COE sighted?
(#Callista Confirmation of Enrolment is not valid)
NO Refer student to ECUI
YES go to Q:4
- 4 **Financial Encumbrance in effect:**
NO go to Q:5
YES Encumbrance type:

(a) Advise student, encumbrance to be cleared
(b) Once lifted evaluate Resume a Course application
- 5 **Academic Encumbrance in effect:**
(a) **Suspended**
Note: If suspension was incurred in preceding semester, academic appeal process to be followed in lieu of Resume a Course Application.
If application to Resume a Course is received outside of the appeal timeline proceed to "yes" for Q:5 (a)

NO go to Q:5(b)
YES advise when suspension period ends
(NFA required by Student Central staff)
- (b) **Excluded indefinitely past the current semester (ie: exclusion is dated prior to previous semester):**
Note: If exclusion incurred in preceding semester academic appeal process to be followed.
If application to resume a course is received outside of the appeal timeline, student to be advised to wait one further semester prior to writing to Associate Dean Teaching & Learning. Proceed to "yes" for Q:5(b).

NO go to Q:6
YES Advise student requirements required in writing to Associate Dean Teaching & Learning
(NFA required by Student Central staff)
- 6 **Course Duration rule exceeded?**
(refer to Admissions, Enrolment & Academic Progress Rules: Part V Academic Progress 18.1; 18.2;18.3)

Bachelor of Nursing 6 years
Three year course = 9 years
Four year course = 12 years
One year conversion = 2 years

NO go to Q:7
YES Refer to Faculty/School – go to Q:8
- 7 **Course Status current – on CMS**
YES Change status to enable re-enrolment
NO Refer to Faculty/School – go to Q:8

8 Referred to (Faculty/School):

Date: ____ / ____ / ____

9 Faculty/School/ECUI Comments/Recommendations:

Faculty/School Officer:

Print Name

10 Date Returned to Student Central: ____ / ____ / ____

Student Central Staff:

Note: If approval given to resume archived course contact Senior Student Records Officer (x3886) **PRIOR** to changing course status.

a) Student Records will contact Student Central to advise the outcome of resuming an archived course:

- YES Proceed with enrolment and complete sections b) through to d) on this form.
- NO Student Central:
 - i) contact student and advise application to resume archived course has **not** been approved. Advise student to contact School Support Officer to request and complete a *Course Structure Change* form (only available from Schools), to be submitted to Student Records;
 - ii) post out new Request for Commonwealth Assistance or Fee-Help form;
 - iii) amend course status on archived course to enable enrolment to proceed (enrolled units will be transferred to new course structure);
 - iv) enter course note (CO RPTS) "*Permitted to re-enrol in Course Code: _____ pending course structure transfer to Course Code: _____ via Student Records*".

b) Student Central Processed on: ____ / ____ / ____

c) Student notified of outcome: ____ / ____ / ____
(Student to be advised when SIMO enrolments are available)

d) School notified on: Date: ____ / ____ / ____