

WITHDRAWAL FROM COURSE OF STUDY

If you are thinking of withdrawing from your course, take a moment to discuss your concerns with the Director of Curriculum and Student Registrar, your Course/Subject Leader, Head of Discipline or lecturer, or the Student Centre. In circumstances where you are unable to complete the withdrawal process, you may be withdrawn from your course by the School, following consultation with you and with the approval of the Director of Curriculum and Student Registrar.

If you withdraw from your course after your census date, you are unable to obtain a refund or re-credit of your full fee for the semester unless there are exceptional circumstances.

If you withdraw from your course, you will be required to complete the standard student exit clearance process.

1. STUDENT DETAILS

Name:

Student No:

Course:

2. REASON FOR WITHDRAWAL

- Course not appropriate
- Studying elsewhere
- Family/personal circumstances
- Work commitments
- Health issues
- Change of circumstances
- Financial
- Other (provide details if applicable):

Date of withdrawal:



3. STUDENT DECLARATION

I declare that the information I have submitted in this application is true, correct and not misleading. I understand that AFTRS may vary or reverse any decision concerning my application or not process my application if this is not the case, and that giving false or misleading information may also be an offence under the *Criminal Code*. [I authorise AFTRS to contact any person or organisation giving supporting documents for the purpose of verifying the information they contain.]

SIGNED:		DATE:	
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4. PRIVACY INFORMATION

AFTRS requires the information you give in this application, and in supporting documents, to process the application. Where required to meet AFTRS' legal or administrative obligations, AFTRS may disclose information in it to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' [Privacy Policy](#), which sets out how you may access and correct the personal information AFTRS holds about you, and how you may complain about any privacy breaches.

Office Use Only:

4. RECOMMENDATION AND APPROVAL

Application received in the Student Centre:	Date:	
Course leader or their delegate consulted and endorses:	Date:	

Head of Learning and Student Experience: Recommended Not Recommended	Signature:	Date:	
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Director of Curriculum & Student Registrar: Approved Not Approved	Signature:	Date:	
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5. STUDENT CENTRE ACTION

Withdrawal completed in Paradigm:	Date:	
Applicant advised of decision:	Date:	
Exit clearance completed:	Date:	
Compliance and Project Manager notified:	Date:	
Finance notified:	Date:	