



## Withdrawal from Course Form

This form is to be used when formally withdrawing from a course when you do not wish to return to the course.

If you are seeking to defer your course or transfer to another provider or campus, refer to the **Variation of Course Form**.

If you are withdrawing from a course and have paid for subjects / units of study that you are yet to complete, you will also need to complete an **Add, Drop, Swap Form**. Refer to the **Fees Policy** to see if you are eligible for a refund of fees paid.

### PERSONAL DETAILS

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

USI: \_\_\_\_\_ Phone: \_\_\_\_\_

### COURSE DETAILS

Course Name: \_\_\_\_\_ Date of withdrawal: \_\_\_\_\_

### REASONS FOR WITHDRAWAL

Please explain the reasons for your withdrawal.

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Date Processed: \_\_\_\_\_ Staff member: \_\_\_\_\_