

Application for Withdrawal Form for Higher Education Domestic and International Students

Conditions to Withdraw from a Course or Unit

- This form must be completed by all students wishing to withdraw from a Unit OR a Course.
- All relevant fields MUST be completed for the form to be processed.
- To withdraw from study without incurring a financial debt for tuition fees, you must complete the process prior to the Census Date in the Trimester you are enrolled in.
- Please refer to the *Domestic Student Refund Policy and Procedure* or *International Student Refund Policy and Procedure* for more information on the financial implications of your withdrawal application.
- Please refer to *Student Review Procedure for Re-crediting a FEE-HELP Balance* under special circumstances for more information on your eligibility for this process.
- Withdrawing after the Census Date may affect your grade for the unit. We recommend you discuss this with the Head of Discipline who is available to provide information and support.

1. Student Details

Student Name: _____ Student ID: _____

Mobile Phone: _____ Personal Email Address: _____

2. Course your Withdrawal Relates to:

<input type="checkbox"/> BSSACT Bachelor of Screen and Stage (Acting)	<input type="checkbox"/> BSSSCP Bachelor of Screen and Stage (Screen Production)	<input type="checkbox"/> BSSND Bachelor of Screen and Stage (Song and Dance)

Are you withdrawing from the Course? No Yes

Are you withdrawing AFTER Census Date? No Yes

Are you requesting a refund under special circumstances? No Yes

3. Withdrawal (WD) from which Unit/s:

APAC Unit Details			
WD	Unit Code	Unit Name	For Office Use Only
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

4. Reason for Withdrawal

5. Declaration

- For Domestic students - I have read and understood the *Domestic Student Refund Policy and Procedure* and understand the conditions of withdrawal from my unit/s and/or course as stated on this form and in the Policy.
- For International students - I have read and understood the *International Student Refund Policy and Procedure* and understand the conditions of withdrawal from my unit/s and/or course as stated on this form and in the Policy.

Signature of Applicant Date:

(Email from your APAC email account constitutes a signature for this form)

6. Submitting your Application for Withdrawal

Return this form to:

- Email: admin@apac.edu.au or your HoD
- Deliver: APAC Reception, Level 5 102 Adelaide Street, Brisbane

7. Assessment of your Application

Your application will be processed based on the date stated in the declaration.

8. Office Use Only

Refund requested? Yes No

Withdrawal effective date:

Withdrawal confirmed Date: Director of Higher Education signature:

Administration Process:

- Students' unit or course status is updated in SMS.
- For international students, PRISMS has been updated for course withdrawal.
- Application for Refund Form and Procedure sent to student
- Form loaded in Student's file in SMS.
- Automated email sent to Student.