

## Withdrawal from Course of Study

**By completing and submitting this form you will discontinue your course of study with ACAP and you will need to re-apply for admission to study in the future.**

**Read the important information on page 2 before completing and signing this form.  
Please complete this form in block letters using black ink. Mark appropriate boxes with a cross (X).**

### 1. Personal Details

ACAP Student ID:

Are you an International Student?  Yes  No

Family Name:

Given Names:

Daytime Contact No:

Email:

### 2. Withdrawal Details

Course from which you are withdrawing

Specified date of withdrawal  DD / MM / YYYY

Provide details of the modules of study being discontinued (if applicable):

Unit/Module Name (In Full)	Mode of Study		Term	Year
1.	FD	OC		
2.	FD	OC		
3.	FD	OC		

### 3. Reason for Withdrawal

Please tick the one most relevant reason for your withdrawal below: (Please only choose one reason)

- Employment
  Family/Relationship
  Financial
  Medical  
 Change to another institution
  Personal
  Internal course transfer
  Other

### 4. Declaration and Signature

I understand that by completing and signing this form I will discontinue my study at ACAP in the course specified in this form and that, should I wish to return to study in the future, I will need to re-apply and be bound by the entry criteria at the time of the new application.

I declare that I have read and understood the Important Information section on page 2 of this form. I declare that the information I have given on this application is correct. I understand that if I knowingly make any false or misleading statements, I may be liable for disciplinary action. Please amend my College records to show that I am withdrawing as indicated above.

Student Signature

SIGN HERE

Date

DD / MM / YYYY

Date Received

Office Use Only Office Use Only  
 Office Use Only Office Use Only

Other than as authorised or required by law, the College will only use information collected via this form for the purposes for which it is being collected and in accordance with the College's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as DEST and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management, other laws and the College's policies.

Processing Officer

SIGN HERE

Date

DD / MM / YYYY

Date Received

Office Use Only Office Use Only  
 Office Use Only Office Use Only

# **IMPORTANT INFORMATION** **FOR STUDENTS WITHDRAWING FROM THEIR COURSE OF STUDY**

**Forms submitted after the re-enrolment date,  
but before the census date will incur a penalty fee.**

**Higher Education students will incur a \$50 penalty fee.  
VET students will incur a \$50 penalty fee.**

## **USE OF THIS FORM**

This form is to be used by all students who wish to **permanently discontinue their course of study**.

## **WITHDRAWING BEFORE THE CENSUS DATE**

Students who lodge their notification on or before the census date for a term will be granted a withdrawal.

Students who have paid using FEE-HELP will not incur a FEE-HELP debt for the module/s in which they were enrolled. Students who have paid up-front will have their fees refunded.

## **WITHDRAWING AFTER THE CENSUS DATE**

Students who paid using FEE-HELP will remain liable for the debt. Students who paid up-front will not have their fees refunded. Students will remain liable for any outstanding tuition fees.

Students who are withdrawing under special circumstances and wish to be considered for re-credit of FEE-HELP, refund of up-front fees and/or exemption from liability for tuition fees must complete a *Special Circumstances* form and submit this with relevant supporting documentation.

## **OVERSEAS STUDENTS**

An overseas student study at ACAP with a Student Visa will not be permitted to withdraw from their course of study unless they are leaving Australia. Overseas students must provide a copy of their travel arrangements (e.g. airline ticket) indicating the date they intend to leave Australia with their Withdrawal from Course form.

Where an Overseas student withdraws from their course of study, the College is obliged to notify the Department of Immigration and Citizenship (DIAC) of the withdrawal and provide the following details:

- Reasons for withdrawal
- Date enrolment was withdrawn
- Any other relevant details as necessary

All applicants are encouraged to seek advice from the International Student Contact Officer ([info@acap.edu.au](mailto:info@acap.edu.au)) before making any submission.

## **REFUND OF FEES**

Students should refer to the Refund Policy in the Student Handbook or on the ACAP website [www.acap.edu.au](http://www.acap.edu.au)

Refunds for local students may take up to six (6) weeks to process. Refunds for international students may take longer.

## **POLICIES**

The College's policy on course withdrawals can be found on the ACAP website [www.acap.edu.au](http://www.acap.edu.au)

## **LODGING THIS FORM**

This form may be lodged in person at any ACAP campus or sent by mail, fax or email to:

### **SYDNEY**

Administration  
ACAP  
Locked Bag 11  
Strawberry Hills NSW 2012  
Ph: (02) 9964 6300  
Fx: (02) 9964 6370  
Em: [admin@acap.edu.au](mailto:admin@acap.edu.au)

### **MELBOURNE**

Administration  
ACAP  
PO Box 12322, A'Beckett St  
PO Office  
Melbourne VIC 8006  
Ph: (03) 8613 0600  
Fx: (03) 8613 0698  
Em: [acapmelb@acap.edu.au](mailto:acapmelb@acap.edu.au)

### **BRISBANE**

Administration  
ACAP  
PO Box 10469, Adelaide Street  
Brisbane QLD 4000  
Ph: (07) 3234 4400  
Fx: (07) 3236 0037  
Em: [acapbris@acap.edu.au](mailto:acapbris@acap.edu.au)