

## Post Census Withdrawal from Enrolled Unit or Module

By completing and submitting this form you will be withdrawing from single units or modules in which you are currently enrolled. You will continue to be enrolled in your course of study.

You will be liable for all fees unless you apply for special circumstances and your application is successful.

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:

Course of Enrolment (e.g. Graduate Diploma of Counselling)

or

Tick if you are in the Psychologist's Registration Supervision Program:

### 2. Withdrawal Details

Provide details of the units or modules from which you wish to withdraw

Unit or Module name (In full)	Mode of Study		Term	Year
1.	FD	OC		
2.	FD	OC		
3.	FD	OC		
4.	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  Other

### 4. Declaration and Signature

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

X 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

X 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**

## **Use of this form**

This form is to be used by all students who wish to withdraw from one or more units or modules in which they were enrolled at census date. Students will still be liable for all fees unless they submit an application for special circumstances and the application is successful.

## **Withdrawing from a Unit or Module 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.

## **Academic Penalty**

Students withdrawing from a unit or module after the census date will receive a Fail grade for the unit or module that they withdraw from, unless Special Circumstances apply.

## **Distance Education**

Students withdrawing from the Distance Education mode of study, who have already received learning materials, must return these to the College with this form before the withdrawal application can be processed.

## **Overseas students**

An overseas student studying at ACAP with a Study Visa must maintain a full-time study load therefore advice should be sought from the undergraduate or postgraduate programs coordinator before submitting this form.

All applicants are also 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)

## **LOGGING 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  
POffice  
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)