

# Withdrawal from Program



**REMEMBER: FILL BEFORE PRINTING**

## PERSONAL DETAILS

Student ID Number:	<input type="text"/>	Date of Birth:	<input type="text"/>	Title:	<input type="text"/>
Surname:	<input type="text"/>	Given Names:	<input type="text"/>		
Address:	<input type="text"/>		City:	<input type="text"/>	
State:	<input type="text"/>	Postcode:	<input type="text"/>	Country:	<input type="text"/>
Email Address:	<input type="text"/>				
Telephone Number:	<input type="text"/>	Mobile Phone Number:	<input type="text"/>	Fax Number:	<input type="text"/>

## INTERNATIONAL STUDENTS

Are you an international student holding a student or visa? Yes  No

International students holding a student visas should note that withdrawing from their program may affect their visa and the Department of Immigration will be advised of any approved withdrawal. On-campus international students must have this form signed by International Student Officer before submitting it to Student Information Centre (SIC) Level 1, Building G. Refunds to on-campus international students are governed by the Refund & Tuition Fees Policy which can be accessed at [http://www.swinburne.edu.my/ppd/docs/student\\_information/Refund%20and%20Tuition%20Fees.pdf](http://www.swinburne.edu.my/ppd/docs/student_information/Refund%20and%20Tuition%20Fees.pdf)

International Student Officer Name:  Signature:  Date:

## PROGRAM DETAILS

Program Code:	<input type="text"/>	Program Title:	<input type="text"/>		
Withdrawal effective from Year:	<input type="text"/>	Teaching Period:	<input type="text"/>	Is this a dual qualification?	<input type="text"/>
Date of last class attended:	<input type="text"/>				

## REASON FOR WITHDRAWAL

Other Institute offer

Other reason - please specify:

## CONDITIONS

- For domestic students the last date for withdrawal without a Financial Penalty is by close of business on the Unit of Study Census Date OR prior to commencement of classes for unit of study undertaken in block mode. (For Unit of Study Census Date refer to your Confirmation of Enrolment/ Invoice).
- Refunds are subject to the return of your University ID card, fee receipt, and any other University property or materials you may have in your possession.
- No refund of fees will be made where a student withdraws from a unit of study after close of business of the Unit of Study Census Date.
- The final date for withdrawal without an Academic Penalty on your results is dependent on the number of teaching weeks for your unit of study or program. The dates are listed below:
  - 14 week semester - by close of business on the Friday of the eighth teaching week
  - 7 week semester - by close of business on the Friday of the fourth teaching week
  - Less than 6 week period - by close of business 2 days after the Unit of Study Census Date
- Before withdrawing students are advised to read the Withdrawal from Program or Unit of Study policy and procedure at: [http://www.swinburne.edu.my/ppd/docs/student\\_information/Withdrawal%20from%20Program%20or%20Unit%20of%20Study.pdf](http://www.swinburne.edu.my/ppd/docs/student_information/Withdrawal%20from%20Program%20or%20Unit%20of%20Study.pdf)

## PRIVACY

Swinburne University of Technology collects, uses and destroys personal information in accordance with our University's Policies.

SIGNATURE:  DATE:

## OFFICE USE ONLY

A refund of materials is approved	Yes <input type="radio"/> No <input type="radio"/>	Material fee refund amount RM	<input type="text"/>
Signature of Registrar/Manager	<input type="text"/>	Start Date of Program	<input type="text"/> DATE <input type="text"/>
EV Processing Only	Date entered	<input type="text"/>	Initials <input type="text"/>
Fees: <input type="checkbox"/> Refund Due <input type="checkbox"/> Cheque Req Processed	Date	<input type="text"/>	Initials <input type="text"/>