

Withdrawal from Course Application



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 AND NON-SARAWAKIAN

Please Tick: International Student Non-Sarawakian. From (state)

1) International / Non-Sarawakian students holding a Student Visa / Pass should note that withdrawing from their course may affect their Visa/Pass and the Department of Immigration will be informed. 2) Students must have this form signed by International Student Officer (ISS) before submitting it to Student Information Centre (SIC) with other supporting documents. 3) Refunds on International Deposit are governed by the [Refund & Tuition Fees Policy](#) (please click the link). 4) Student is liable to the insurance fee until the submission of the Withdrawal from Course form, to a maximum of two (2) semesters from the last active intake.

For ISS Office Only Name: Signature: Date:

COURSE DETAILS

Course Code:	<input type="text"/>	Course 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

<input type="text"/>

CONDITIONS

1. Student who withdraw from a course is subject to Financial and Academic penalty.
2. 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.
3. In order for a refund to be payable, the funds must be available and any debts to Swinburne must be paid in full or the outstanding amount will be deducted from the refund. Click this link [Refund & Tuition Fees Policy](#) for more details on Refund and Tuition Fee Policy.
4. 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 course. The dates are listed below:
 - 12 and/or 14-week semester - by close of business on the Friday of the fourth teaching week
 - 6-week term / semester - by close of business on the Friday of the second teaching week
5. Before withdrawing students are advised to read the Academic Course Regulations 2013, Chapter 2, Part 3: Withdrawal and cancellation at: <http://www.swinburne.edu.au/policies/regulations/courses.html>

PRIVACY STATEMENT

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our [Privacy Collection Notice](#).

Student's Signature: Date:

OFFICE USE ONLY

Graduation Officer (Applicable for Graduating Students Only)	Name:	<input type="text"/>	Signature:	<input type="text"/>
Exit Interview Officer	Name:	<input type="text"/>	Signature:	<input type="text"/>
A refund of materials is approved	<input type="radio"/> Yes <input type="radio"/> No		Material fee refund amount RM	<input type="text"/>
Signature of Registrar/Manager	<input type="text"/>	Start Date of Course	<input type="text"/>	Date
EV Processing Only		Date entered	<input type="text"/>	Initials
		Date	<input type="text"/>	Initial
Fees:	<input type="radio"/> Refund Due <input type="radio"/> Cheque Req Processed			