

NOTICE OF WITHDRAWAL FROM COURSE OR UNIT OF STUDY

In accordance with the University's Refund and Tuition Fees policy – Section 2 to 5, all tuition fees payable are subjected to financial penalty where a certain percentage fees are forfeited (refer to the table below), if a student enrolled in a course:-

- Withdraws, takes a leave of absence, or has their enrolment cancelled.
- Withdraws from units of study.

Long semester (Teaching period of 12 weeks and above)

Time Frame	Forfeiture Percentage
For commencing student	
Prior to semester commencement	10% of the fees payable stated in the offer letter or fees incurred in the enrolment
For both commencing and continuing student	
Within 4 weeks after semester commencement	50% of the fees payable on the withdrawn unit(s)
4 weeks after semester commencement	100% of the fees payable on the withdrawn unit(s)

Short semester (Teaching period less than 12 weeks)

Time Frame	Forfeiture Percentage
For commencing student	
Prior to semester commencement	10% of the fees payable stated in the offer letter or fees incurred in the enrolment
For both commencing and continuing student	
Within 2 weeks after semester commencement	50% of the fees payable on the withdrawn unit(s)
2 weeks after semester commencement	100% of the fees payable on the withdrawn unit(s)

The financial penalty will be exempted if you withdraw from the unit of study due to:-

- Time table clashed
- Exemption
- Unit is not offered

- Showcause or At Risk of Exclusion

Reasons other than the above will not exempt you from the financial penalty. Hence, you are advised to plan and consider carefully before filling in the re-enrolment form to avoid from the financial penalty.

**FINANCE TREASURY UNIT
SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS**