

NOTICE OF WITHDRAWAL FROM PROGRAM OR COURSE

In accordance with the Finance Policy: Students Refund and Tuition Fees, all tuition fees payable are subjected to financial penalty where a certain percentage fees are forfeited (refer to the table below), if a student registered in a program:-

- Withdraws, takes a leave of absence, or has their registration cancelled.
- Withdraws from course.

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
For both commencing and continuing student	
Within 4 weeks after semester commencement	50% of the fees payable on the withdrawn course(s)
4 weeks after semester commencement	100% of the fees payable on the withdrawn course(s)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
For both commencing and continuing student	
Within 2 weeks after semester commencement	50% of the fees payable on the withdrawn course(s)
2 weeks after semester commencement	100% of the fees payable on the withdrawn course(s)

The financial penalty will be exempted if you withdraw from the course due to:-

- Time table clashed
- Exemption
- Course is not offered
- Showcase 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 doing your self-registration to avoid from the financial penalty.

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