

**Form Received:**  
 Date: \_\_\_\_\_  
 Initial: \_\_\_\_\_  
 I have checked form content & all supporting documentation

## WITHDRAWAL FORM

**To be completed by all students withdrawing from a Subject OR a Course (Fill in Part B OR Part C).  
 All relevant fields MUST be filled out or this form will NOT be accepted.  
 If you submit this form you will NOT be able to enrol at another Australian institution.**

### Part A – Personal Details

Student ID:

Family name:	Given names:
Contact number:	Date of Birth:
Email address:	
Where are you / have you been studying? <input type="checkbox"/> SAIBT <input type="checkbox"/> CELUSA	

### Part B – Withdrawal from Single Subject - SAIBT Students ONLY (Fill in Part B OR Part C)

Only fill in this form if it is **AFTER** the Student Portal has closed for enrolments (approximately end of week 2). If it is before the Portal has closed please withdraw directly from the Student Portal.

Course Code	Course Name	Lecturer

**Student Comments:**

### Part C – Withdrawal from Course (Fill in Part B OR Part C)

**Reason for Withdrawal:**

**Student Requirements:**

- If a refund is required a **Refund Request form** must accompany this form or it will not be accepted.
- If you are an international student on a student visa you must **leave the country within 28 days**. **Airline tickets** proving this must be presented with this form or it will NOT be accepted. **Further advice is provided on the REVERSE OF THIS FORM.** Please read it to ensure you are aware of how submission of this form may affect you.

### Part D – Student Declaration

You will be withdrawn from your subject/s and/or courses in accordance with the information stated on the reverse of this form.

The withdrawal process can take up to 2 weeks. If you have not heard back regarding your application after this time please contact the Student Services Centre.

**I have read and understood the conditions of withdrawal from my subject/s and/or course as stated on this form and my enrolment advice.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# WITHDRAWAL FORM

This form must be completed or it will NOT be accepted.

## Lodgement details:

<b>In person:</b> Student Services Centre Brookman Building City East Campus, UniSA North Tce, Adelaide	<b>By post:</b> GPO Box 2471 Adelaide SA 5001	<b>By fax:</b> +61 8 8302 1557	<b>By email:</b> saibt-ssc2@unisa.edu.au
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## Withdrawal Grades – SAIBT Students ONLY

Depending on the time of your withdrawal your enrolment and grades may be affected as per below. For information on how this will affect your GPA please refer to [www.saibt.sa.edu.au/index.php/quicklinks/saibt-and-unisa-grading-system](http://www.saibt.sa.edu.au/index.php/quicklinks/saibt-and-unisa-grading-system)

Withdraw Period	Enrolment Recorded	Grade on Transcript
Before end of <b>Week 2</b>	No	No subject or grade shown
After end of <b>Week 2</b> to end of <b>Week 4</b>	Yes	<b>WBC</b> (Withdrawal Before Census)
After end of <b>Week 4</b> to end of <b>Week 10</b>	Yes	<b>W</b> (Withdrawal)
After end of <b>Week 10</b>	Yes	<b>WF</b> (Withdrawal Fail)

## Withdrawal Grades – CELUSA Students ONLY

Withdraw Period	Enrolment Recorded	Grade on Transcript
Anytime	Yes	<b>W</b> (Withdrawal)

## Information / Conditions – Withdrawal from Course

- If you are a sponsored student you must have your sponsor's approval to withdraw from your program.
- If you are an International student on a Student Visa your COE will be cancelled and must leave the country within 28 days. Please refer to DIAC for details on how this will affect you.
- This is NOT used to transfer to another institution. Your COE will be cancelled and you will not be able to enrol at any other Australian institution.
- If you wish to transfer to another Australian institution, you must fill out a **Request to Transfer** form.
- If this program is part of a package offer, you will be breaking the requirements of your package by submitting this form and withdrawing from your program.
- If you choose to return to Australia again you will need to check with DIAC as to the status of your Student Visa.

## OFFICE USE ONLY - Processing Actions

Withdrawal from COURSE	Withdrawal from SINGLE SUBJECT
<b>Program Support Officer:</b> <input type="checkbox"/> Actioned in MAZE <ul style="list-style-type: none"> <li><input type="checkbox"/> Student Maintenance</li> <li><input type="checkbox"/> Course Progression</li> <li><input type="checkbox"/> Student Units Maintenance</li> <li><input type="checkbox"/> Notes</li> </ul> <input type="checkbox"/> Student emailed <input type="checkbox"/> CoE variation entered <input type="checkbox"/> Advice letter sent <input type="checkbox"/> Refund form provided? <i>If yes, forward to Finance</i>	<b>If approved at Academic Directorate:</b> <u>Student Services Centre Action</u> <input type="checkbox"/> Student emailed <input type="checkbox"/> Actioned in MAZE <ul style="list-style-type: none"> <li><input type="checkbox"/> Drop subject</li> <li><input type="checkbox"/> Notes</li> </ul> <input type="checkbox"/> Before census date? <i>If yes, forward to Finance</i> <u>Finance Action</u> <input type="checkbox"/> Refund? (please circle)      Form      /      Re-credit

## OFFICE USE ONLY - Approval – Withdrawal from SUBJECT ONLY

Finance Action Complete – Date: \_\_\_\_\_

Position	Name	Signed	Date
Academic Director			

**Comments:**