# International Students

## Application for Withdrawal from Unit (after census)

Please be aware that suspending or cancelling enrolment may affect your student visa. Read the important information on page 2 before completing and signing this form.

### 1. Student Details

<table>
<thead>
<tr>
<th>Student number</th>
<th>First name</th>
<th>Middle name</th>
<th>Surname</th>
<th>Date of birth</th>
<th>Contact number</th>
<th>Email</th>
</tr>
</thead>
</table>

**Date**: Day / Month / Year (this will be the formal date of withdrawal)

### 2. Course Details

<table>
<thead>
<tr>
<th>Full title of your course</th>
</tr>
</thead>
</table>

### 3. Provide details of the unit of study being discontinued (if applicable)

<table>
<thead>
<tr>
<th>Unit/ Name (In Full)</th>
<th>Mode of Study OC or OL</th>
<th>Trimester</th>
<th>Year</th>
</tr>
</thead>
</table>

### 4. Reason for Withdrawal

- [ ] Employment
- [ ] Family/Relationship
- [ ] Financial
- [ ] Medical
- [ ] Personal
- [ ] Change to another institution
- [ ] Internal course transfer
- [ ] Other

I understand that by completing and signing this form I will discontinue my enrolment in the unit or units specified in this form.

I declare that I have read and understood the important information on page 2 of this form and declare the information I provided on this application is correct. I understand that if I knowingly make a false or misleading statement, I may be liable for disciplinary action. Please amend my College records to show that I am withdrawing from the unit or units as indicated above.

**X**  
**Date:**
IMPORTANT INFORMATION
FOR STUDENTS WITHDRAWING FROM AN ENROLLED UNIT

USE OF THIS FORM
This form is to be used by international students who wish to apply to withdraw from an enrolled unit/s without withdrawing from the course.

HIGHER EDUCATION
A grade of “Withdrawn Fail” (WF) for the withdrawn higher education unit if withdrawn prior to the end of week 8 of the trimester.
A grade of “Fail” for the withdrawn higher education unit if withdrawn after the end of week 8 of the trimester.

WITHDRAWING FROM UNIT AFTER THE CENSUS DATE
Students who withdraw from a unit after census will not have their fees refunded. Students will remain liable for any outstanding tuition fees.
Students who are withdrawing from a unit under special circumstances and wish to be considered for a refund of upfront fees and/or exemption from liability for tuition fees must complete and submit a Special Circumstances form with relevant supporting documentation.

OBBLIGATION TO NOTIFY THE RELEVANT GOVERNMENT DEPARTMENT
Please note: withdrawal from an enrolled unit of study may affect the student’s Confirmation of Enrolment. In these cases the College is obliged to notify the Department of Immigration and Border Protection (DIBP) of the withdrawal and provide the following details:
• Date of withdrawal
• Reasons for withdrawal
• Any other relevant details as necessary

All applicants must seek advice from the International Student Contact Officer (international@acap.edu.au) before making any submission as this may affect their student visa.

REFUND OF FEES
Students who withdraw from a unit after the approved census date will be liable for the full tuition fee unless special circumstances apply.

HEALTH COVER
Students who purchased OSHC Allianz Global Assistance Health Cover through ACAP and who would like to request a refund for the remainder of the Health Cover period must complete the application for OSHC Allianz Global refund along with this form. Health cover refunds may take longer 6 weeks.

Students who would like to extend their OSHC Allianz Global Assistance Health Cover must contact the International Student Contact Officer (international@acap.edu.au).

POLICIES
The College’s policy on withdrawing from an enrolled unit can be found on the ACAP website www.acap.edu.au

Lodging this form
This form may be lodged in person at any ACAP campus or sent by, fax or email to:

Sydney
Level 5, 11 York Street
Sydney NSW 2000
Australia
Fax: 02 9964 6370
Email: International@acap.edu.au

Brisbane
Ground Floor, East Tower, 410 Ann Street
Brisbane QLD 4000
Australia
Fax: 07 32360037
Email: International@acap.edu.au

Melbourne
Level 10, 123 Lonsdale Street
Melbourne VIC 3000
Australia
Fax: 03 86130698
Email: International@acap.edu.au