

Navitas Professional Institute

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

Student number		Date of birth	
Surname			
Given Names			
Australian Address			
Mobile number		Email	
Date of withdrawal	Day/Month/Year		

2. Course Details

Course enrolled	
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3. Provide details of the unit of study being discontinued

Unit/ Name (In Full, including Unit Code)	Mode of Study (OC, OL, BD)	Trimester	Year

4. Reason for Withdrawal

- Employment
 Medical
 Financial
 Personal
 Family/Relationship
 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: _____
(Sign here)

Received by: Office use only

Date: Office use only

Navitas Professional Institute

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A grade of “Withdrawn Fail” (WF) for the withdrawn higher education unit if withdrawn prior to the end of week 8 of the trimester.

A grade of “Fail” for the withdrawn higher education unit if withdrawn after the end of week 8 of the trimester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 up-front fees and/or exemption from liability for tuition fees must complete and submit a Special Circumstances form with relevant supporting documentation.

OBLIGATION TO NOTIFY THE RELEVANT GOVERNMENT DEPARTMENT

Please note: withdrawal from an enrolled unit of study may affect the student’s enrolment. In these cases the College is obliged to notify the Department of Immigration and Border Protection (DIBP) of this change 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 Admissions Coordinator 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.

POLICIES

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

Lodging this form

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

Email: international@acap.edu.au

Fax: 02 9964 6370

Sydney

Level 11, 255 Elizabeth Street
Sydney NSW 2000

Brisbane

Ground Floor, East Tower, 410 Ann
Street
Brisbane QLD 4000

Melbourne

Level 10, 123 Lonsdale Street
Melbourne VIC 3000