

Reasons for withdrawing: *Please indicate.*

- | | | |
|--|--|--|
| <input type="checkbox"/> Too far behind in studies (1) | <input type="checkbox"/> Housing difficulties (6) | <input type="checkbox"/> Personal or family problems (10) |
| <input type="checkbox"/> Low assessment results (2) | <input type="checkbox"/> Financial (7) | <input type="checkbox"/> Obtained employment (11) |
| <input type="checkbox"/> Loss of interest in program (3) | <input type="checkbox"/> Health (8) | <input type="checkbox"/> Other (please specify below) (99) |
| <input type="checkbox"/> Transfer to another institution (5) | <input type="checkbox"/> Support services not adequate (9) | |

Please specify:

Comment box:

*Reason for requesting
Withdrawal from All Studies:*

I wish to withdraw from all studies from the beginning of next semester Date / /
or as from the date of lodgement of this form with Student Administration, Mt Helen Campus

Important note for students withdrawing as from the date of lodgement of this form:

Students withdrawing after the semester census date will be financially liable and will receive W grades (withdrawn without academic penalty) for all courses (classes).

Students withdrawing after Week 10 of the semester will be both financially and academically liable, and will receive LW grades (applied for late withdrawal) for all courses (classes).

Have you attended any classes in this semester? YES NO
If yes, what was the last date you attended classes? / /

Semester Census Dates: *Students enrolling through education provider other than University of Ballarat campuses must check with their education provider for relevant census (withdrawal) dates.*

Summer:	Late Summer:	Semester 1:	Full Year:	Winter:	Semester 2:	Spring:
7 December	15 February	31 March	31 May	31 May	31 August	15 October

Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I agree to release and indemnify the University of Ballarat and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

I authorise the University of Ballarat to withdraw me from all studies at the University of Ballarat, effective from the date indicated on this form. I understand that I will forfeit my place in this program and will be required to apply for re-admission if I wish to continue my studies at a later date. I understand that I will not be entitled to a refund of any upfront fees or HELP loan if this form is lodged at Student Administration Mt Helen after the relevant census (withdrawal) date. **Austudy or Student Youth Allowance recipients:** I understand that I must notify Centrelink in writing, within (7) days.

International students studying in Australia: I understand that the University of Ballarat or my education provider will notify the Department of Immigration and Citizenship (DIAC) of my withdrawal.

Student Signature Date / /

Partner Provider (PP) or International Student Programs (ISP) Noted: *(if applicable.)*

PP or ISP Program Coordinator Name
PP or ISP Program Coord. Signature
Date / /

PRISMS Updated
(If applicable)

Student ID Card returned and destroyed

Copy on file at PP or ISP. Original to be sent to Student Administration, Mt Helen

University of Ballarat School Noted:

Program Coordinator Name
Program Coord. Signature
Date / /

Student ID Card returned and destroyed

Copy on file at School. Original to be filed at Student Administration, Mt Helen.

Student Administration (Office Use)

Entered by:
Date / /

mySC Updated
(Please tick)

Enrolment NSI Removed
(If applicable)

Student ID Card returned, destroyed and deleted from Unicard