



Notification of WITHDRAWAL FROM PROGRAM

Before starting to complete this form we would value the opportunity to discuss possible options available to you across the University of Adelaide College to assist you in continuing your studies with us. Please contact the Student Services team via collegeservices@adelaide.edu.au.

This form is to be completed if you are applying to withdraw from a program. International students should refer to the Student Withdrawal Restart Repeat Policy available on the University of Adelaide College website before completing this form.

Use BLOCK LETTERS when completing this form and please keep a copy.

Student information

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Unspecified
Family name				First name(s)			
Date of birth (d/m/y)				Student ID			
Telephone (home/mobile)				Email			
Full address							
City		State/province			Postcode		
Country				Program			
<input type="checkbox"/> International	<input type="checkbox"/> Domestic			Program commenced		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please choose campus <input type="checkbox"/> Adelaide Campus <input type="checkbox"/> Melbourne Campus							

Withdrawal information

I hereby give notice to the University of Adelaide College that I am withdrawing from my enrolled program due to the following reason:

I intend on returning to my home country Date

I intend to remain in Australia to undertake other full-time study (please inform the University of Adelaide College if your current address is not the one you have provided)

I have paid all of my fees

I am aware of potential financial/academic penalty associated with withdrawing from the program

I am a sponsored student and have provided written approval from my sponsor

A status of Withdraw Fail will appear on your academic transcript if this request is received after week 6 of the Degree Transfer Bridging or Pre-Masters program, after week 8 of the Foundation Studies program, and after week 5 of the English Language Program.

For Degree Transfer Standard/Accelerated and Pre-Masters Accelerated students, a status of Withdraw Not Fail or Withdraw Fail will appear on your academic transcript if this request is received after the University census date.

Student declaration

All students
I have read and understood the relevant refund policy located at www.college.adelaide.edu.au

International students
I am aware that my notification of withdrawal will be reported to the Department of Home Affairs within 14 days of this withdrawal being processed, and this may result in the cancellation of my visa.

Signature of student _____ Date _____

Signature of parent if student is under 18 _____ Date _____

Parent's name _____ Sponsor approval in writing

Return this form to the University of Adelaide College, 132 Grenfell Street, Adelaide SA 5000 Australia or via collegeservices@adelaide.edu.au.

OFFICE USE ONLY

STUDENT SERVICES

- Student counselled about decision
Refund applicable Yes No
 Diary entry

WITHDRAWAL FROM PROGRAM

- Changes made to Edupoint and/or Celcat
 Email Academic Manager and copy teachers and Business Systems Coordinator
 University of Adelaide CoE cancelled
 This form has been scanned and placed in the Student Record Folder
 Peoplesoft enrolment amended

Student Services Staff

Date