



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 call your Student Service Team.

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
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		Date		
<input type="checkbox"/> International	<input type="checkbox"/> Domestic	Program commenced		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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

For international and domestic students, a status of Withdrawn Fail will appear on your academic transcript if this request is received after week 6 of the Degree Transfer Bridging program, after week 8 of the Foundations Studies Program, and after week 5 of the General Academic English program.

For Degree Transfer Standard/Accelerated students, a status of Withdrawn Fail will appear on your academic transcript if this request is received after the University of Adelaide census date.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 Immigration within 14 days of giving this notification and that this may result in the cancellation of my visa.

Signature of student	Date
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Signature of parent if student is under 18	Date
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Parent's name	<input type="checkbox"/> Sponsor approval in writing
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Return this form to the University of Adelaide College, 132 Grenfell Street, Adelaide SA 5000 Australia

OFFICE USE ONLY

STUDENT SERVICES

- Counselling
- Refund requested
- Finance updated
- 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

Student Services Staff

Date