# 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>Date of birth</th>
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<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Given Names</td>
<td></td>
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<tr>
<td>Australian Address</td>
<td></td>
</tr>
<tr>
<td>Mobile number</td>
<td>Email</td>
</tr>
<tr>
<td>Date of withdrawal</td>
<td>Day/Month/Year</td>
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</tbody>
</table>

### 2. Course Details

Course enrolled

### 3. Provide details of the unit of study being discontinued

<table>
<thead>
<tr>
<th>Unit/ Name (In Full, including Unit Code)</th>
<th>Mode of Study (OC, OL, BD)</th>
<th>Trimester</th>
<th>Year</th>
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### 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  
(Sign here)

Date:  

Received by: Office use only  
Date: Office use only
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A grade of “Withdrawn Fail” (WF) for the withdrawn higher education unit if withdrawn prior to the end of week 8 of the trimester.
A grade of “Fail” for the withdrawn higher education unit if withdrawn after the end of week 8 of the trimester.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 5, 11 York Street
Sydney NSW 2000

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

Melbourne
Level 10, 123 Lonsdale Street
Melbourne VIC 3000