**VARIATION TO ENROLMENT – WITHDRAWAL FROM COURSE OR UNIT(S)**

**Family name: Other names:** **Student ID:**

This application is to be completed, authorised and accompanied with a letter of acknowledgment signed by both applicant (student) and NIC Administration Staff Member. Students withdrawing **must have an** **interview** with NIC staff.

I am making an application to **withdraw** from the following in trimester **201\_\_/\_\_**

course (Course Name)

## unit(s)

|  |  |  |
| --- | --- | --- |
| **UNIT NAME (eg Accounting 1)** | **UNIT CODE (eg BUS 100)** | **GROUP (eg 11 or 21)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I am making this request for the following reasons:

**Student Signature:** **Date of Application:**  \_\_\_\_\_ / \_\_\_\_ /\_\_\_\_\_\_

(Refund policy applies from this date)

|  |
| --- |
| OFFICE USE ONLY |

Academic

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Principal (For course withdrawals only: | | | | | Initials: |  | Date: | / / | |
| Academic Decision: | W Grade |  | WF Grade |  | Initials: |  | Date: | / / | |
|  | No Units Selected | | |  |  | | | |  |
|  | Student ID Card Returned | | |  | Acknowledgement signed by Student | | | |  |
|  | Local Fee-Help student | | |  | Initials: |  | Date: | / / | |

|  |  |  |
| --- | --- | --- |
| Administration |  | Finance |
| MAZE Status C W  MAZE reason and date  Unit change or graded  Adjust absences | Refund policy applies as at date of application  Total fees paid: $  **Less:**  Cancellation Fee % X $ = $  Other $  **Total refund** $  **Method of Refund or Action:**  Cheque No: Other:  Credit Note  Batch #  NFA |
| Initials: Date: \_ /\_ / |
|  |
| Report to DIBP  NIC E-CoE (Student Left Provider)  (Student notify Cessation of Studies)  (NIC Decision to Cease Student Enrolment  Update course progression details on MAZE  UoN e-CoE (did not commence studies) |
|
|
| Initials: Date: / / | Initials: Date: / / |

**NB/Comments**

#### This Section MUST be completed by overseas students

Address in Home Country -

Post Code -

Telephone Number -

International students are required to take a minimum of 3 units at Diploma and Certificate IV level, unless they are studying a combined course with English or completing an award.

**WITHDRAWAL**

Students withdrawing from individual units from week 2 until week 4 will receive a grade of ‘W’ on their academic transcript for those units, after week 4, students withdrawing from units will receive a grade of ‘WF’. Withdrawal from a course or unit(s) is subject to the Refund Policy at the date of application for withdrawal.