**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.