

Withdrawal from Studies - Request Form

Name: _____ **Studkey:** _____

Lecturer: _____ **Subject Code:** _____

Contact
Phone: _____ **Email:** _____

An administrative fee of \$100.00 will be charged for withdrawal from a unit which takes place by the **5th week of the commencement of the unit**. This will be recorded as a “W” on your transcript. The unit materials should be returned unless an audit fee is paid. After five weeks from the commencement of the Semester, the full unit fee is payable and, unless there are exceptional circumstances, the result for the unit will be recorded as a Fail on your transcript.

*I wish to **withdraw** from studies in Unit _____ in the Post-Graduate Diploma in Education/Master of Education/Bachelor of Education (Conversion)*

Reason for Withdrawal: _____

Student Signature: **Date:**

<p>Office use only Approved</p> <p>Principal: Date:</p>
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