



Southland College

...serving the needs of Christian education

Withdrawal from Units of Study — Request Form

I wish to **withdraw** from studies in the Unit/s specified below.

Student's Name:	_____	Student's database No. (or "Studkey"):	_____
Student's Contact Phone:	_____	Student's Email:	_____
Lecturer's Name:	_____	UNIT Code:	_____
Lecturer's Name:	_____	UNIT Code:	_____

Withdrawal before Administration Date incurs no fee and entitles you to a full refund, with your return of the tuition material and the Unit is graded "AW" on your Transcript. **Withdrawing between Administration Date and Census Date** of the unit receives a full refund, incurs an administrative fee of \$300.00 and is graded "W"; the unit materials should be returned unless an Audit fee is paid. **After Census Date** no refund is given, the grade is "W", no administrative fee is incurred and the Tuition materials need not be returned. A withdrawal **after Withdrawal Date** receives no refund, incurs no administrative fee and is graded "FW" unless there are exceptional circumstances. "FW" is a significant academic penalty. More detailed information about withdrawal regulations is in your *Handbook*.

Reason for Withdrawal: _____

Student Signature: **Date:**

Office use only (updated 08/01/2010)	
Before Administration Date?	<input type="checkbox"/> NO <input type="checkbox"/> YES — FULL REFUND; NO CHARGE; NO FEE
Between Admin Date & Census Date?	<input type="checkbox"/> NO <input type="checkbox"/> YES — FULL REFUND (Variation Fee \$100 X ___ subject/s = \$_____) AND/OR: FULL REFUND (Withdrawal Charge \$300 X ___ subject/s = \$_____) NEW TUITION FEE: \$ _____
After Census Date?	<input type="checkbox"/> NO <input type="checkbox"/> YES — NO REFUND; NO CHARGE; NO FEE
Original Tuition Fee: \$ _____	
New fees invoiced/credit (via Accounts as above):	<input type="checkbox"/> Yes, or <input type="checkbox"/> Not required
Updated student records (in eMinerva):	<input type="checkbox"/> Done
Lecturer notified: <input type="checkbox"/>	AND Confirmation to student: <input type="checkbox"/>
	Library notified if a full withdrawal <input type="checkbox"/>
Signature of Academic Registrar: _____	Date: _____ Now File <input type="checkbox"/>