

DOMESTIC STUDENT WITHDRAWAL DECLARATION

For Domestic Students

Please complete this form to formally request withdrawal from your course of study and/or one or more units of study.

Withdrawal requests will be processed in accordance with the Higher Education Support Act 2003 (Cth) (HESA), applicable Higher Education Provider Guidelines and the School's relevant policies and procedures.

1. Student Details

Student ID: _____

Full Name: _____

Email Address: _____

Course Name: _____

Course Code: _____

2. Withdrawal Request

I wish to withdraw from:

- ☐ My entire course of study
- ☐ One or more units of study only

If withdrawing from individual units, please list the units below:

Unit Code	Unit Name

Requested withdrawal date: ____ / ____ / ____

3. Student Declaration

- ☐ I am requesting withdrawal from the course and/or units identified above.
- ☐ The information provided in this form is true and correct.
- ☐ I understand that my withdrawal date may affect my academic and financial obligations.
- ☐ I understand that each unit of study has a census date and that the applicable census date will determine whether I remain liable for the relevant student contribution amount or tuition fee and any applicable HELP debt.

☐ I understand that withdrawal on or before the applicable census date will generally mean that I will not incur a student contribution amount, tuition fee or HELP debt for the relevant unit, subject to the requirements of HESA and applicable legislation.

☐ I understand that withdrawal after the census date does not automatically remove my liability for the relevant student contribution amount, tuition fee or HELP debt.

☐ I understand that if I withdraw after the census date and believe that special circumstances affected my ability to withdraw by the census date, I may apply separately for remission of a student contribution amount or tuition fee and/or re-crediting of my HELP balance, where applicable, in accordance with the School's relevant policy and legislative requirements.

☐ I understand that submitting this form is a request for withdrawal and is not an application for remission or re-crediting on the basis of special circumstances.

4. Student Confirmation

Student Name: _____

Student Signature: _____

Date: _____

Submission

Please submit the completed and signed form to the School through the designated student administration channel.

The School will confirm the effective date of withdrawal and any applicable academic, financial and/or HELP consequences following processing of the request.

Important: The School will not impose financial, administrative or other barriers on a student withdrawing on or before the relevant census date.