Application for Withdrawal from Single Module/s

HEP Students Only

PERSONAL DETAILS

Student ID Number		**Family Name**	
Given Name(s)			
Email			
Address		**Post Code**	
Date of Birth		**Phone Number**	
Are you an International student?	☐ Yes ☐ No	**Citizenship**	
Are you sponsored?	☐ Yes ☐ No	**Sponsor**	
Program currently enrolled in			

MODULE DETAILS

Module Name	Module Code	Lecturer
1.		
2.		
3.		

STUDENT COMMENTS: (Reason for withdrawal from single module/s)

WITHDRAWAL GRADES

Depending on the time of your withdrawal from the single module/s your enrolment and grades may be affected; as per table below

Withdrawal Period	Enrolment Record	Grade	
Week 1-4	Does not affect results	N/A	(No effect to grade)
Week 5-8	Yes	WNF	(Withdraw, no fail)
Week 9-10	Yes	WF	(Withdraw, Fail)
Week 11-13	Yes	F2	(Fail)

Student Signature		Date	

ACADEMIC DIRECTORATE

Date received		**Withdrawal week number**	
Study Period		**Approval granted**	Yes ☐ No ☐
Academic penalty	Yes ☐ No ☐	**Signature**	

Module outcome

Module Name	Module Code	Grade granted
1.		
2.		
3.		

Comments:

Signed		Date	

PS

Check List	Date Completed	Initial
☐ Check Study Plan		
☐ Update Navigate (check withdrawal date & grade, remove student from course/s)		

Comments:

SASU Sign Off

ASO	Name		Signature		Date	

FINANCE OFFICER

Is the student eligible for a re-credit?		Yes ☐ No ☐
Tuition		Comments:
At $ Week	$	
Less %	$	
TOTAL	$	
OSHC	$	
Other	$	
TOTAL REFUND	$	
Has the student completed a request for refund form?		Yes ☐ No ☐

Signed		Date	