

**APPLICATION TO WITHDRAW FROM UNIT(S) WITHOUT
ACADEMIC and/or FINANCIAL PENALTY**

OFFICE USE ONLY			
Domestic Withdrawal Without Academic Penalty <input type="checkbox"/> AO / _____		International Withdrawal Without Academic Penalty <input type="checkbox"/> AO / _____	
CSP: HECS-HELP Upfront <input type="checkbox"/>	CSP: HECS-HELP Deferred <input type="checkbox"/>	DFEE: FEE-HELP <input type="checkbox"/>	DFEE: Tuition Up-front Fees <input type="checkbox"/>

Please tick **all** the boxes which apply.

I am a: <input type="checkbox"/> <i>Local</i> student <input type="checkbox"/> <i>International</i> student	I am studying: <input type="checkbox"/> <i>Undergraduate</i> program <input type="checkbox"/> <i>Postgraduate</i> program
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I have read the relevant policy and am applying for (tick all that apply):

- Withdrawal without academic penalty (W status)**
Policy: <http://www.reg.mq.edu.au/Undergrad/current/currentstudents/withdrawal.htm#unavoidable>
- Re-Crediting of SLE and Remission of HECS-HELP (Up-front payments)**
Policy: <http://www.reg.mq.edu.au/undergrad/current/feescharges/withdrawalfees.htm#dfp>
- Re-Crediting of SLE and Remission of HECS-HELP (Deferred debt)**
Policy: <http://www.reg.mq.edu.au/undergrad/current/feescharges/withdrawalfees.htm#dfp>
- Remission of FEE-HELP (Deferred Debt)**
Policy: <http://www.reg.mq.edu.au/undergrad/current/feescharges/withdrawalfees.htm#dfp>
- Refund of Up-front Tuition Fees**
Policy: <http://www.reg.mq.edu.au/undergrad/current/feescharges/withdrawalfees.htm#dfp>

NOTE International students can NOT apply for refund of fees with this form. Refer to:

Policy and procedures http://www.international.mq.edu.au/pdfs/Fees_Policy.pdf

SECTION 1: Personal Details

Student ID:									
Family Name:	First Name:								
Address:									
Suburb:	State:				Postcode:				
E-mail: _____									
NB: Students currently enrolled MUST communicate with the university via their official university (@students.mq.edu.au) email account. All correspondence will be sent to this account ONLY.									
Phone (H):					Phone (M):				
Course (eg BBA):									
OFFICE USE ONLY									
Withdrawal Request Received	Y / N		Date		Signed				
Withdrawal Request Approved	Y / N		Date		Signed				
Forwarded to CLSO for action	Y / N		Date		Signed				
Financial Request Approved	Y / N		Date		Signed				
Additional Comments									

SECTION 5: Supporting Documentation

You must provide **independent** supporting documentation (on official letterhead if relevant) to support your special circumstances.

Please note: Supporting documentation MUST be either an original or a Certified Copy of the document and must be submitted with this application.

Documentation attached from

- Medical Certificate or Statement from a medical practitioner
- Statement from a Counsellor
- Statement from Division/Department
- Letter from your Employer
- Other, please indicate: _____

SECTION 6: Declaration

- I declare that the information given on this application is correct AND
- I have attached the required supporting documentation AND
- I have read the relevant (Undergraduate or Postgraduate) Withdrawal Policy AND / OR
- I have read the Guidelines for Applying for Re-crediting of SLE and/or Remission/Refund of fees in Special Circumstances

Signed: _____ Date: _____

Personal information collected on this form or supplied by you to the University will be treated in the strictest confidence in accordance with the *Privacy Act of 1988* and any relevant guidelines.

The information is used for the purpose of assisting the University to make an informed decision on your case. If your application is approved, the Department of Education, Employment and Workplace Relations (DEEWR) will be supplied with the necessary details for your debt to be removed or reduced if relevant. Some information on this form may also be supplied to (DEEWR) if further information on your application is required. The authority to collect this information is contained in the Higher Education Support Act 2003.

Please lodge your application:

IN PERSON at

Student Enquiry Service
Level 1, C8A
Lincoln Student Services Building

MAIL to

Coursework Studies Section
Level 1, C8A Lincoln Building
Macquarie University NSW 2109

OR

Hours:

Mon/Tues/Thurs 8.30am to 5.30pm;

Wed 9.30am to 5.30pm;

Fri 8.30am to 4.30pm).