

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

<b>OFFICE USE ONLY</b>			
Domestic Withdrawal w/out academic penalty <input type="checkbox"/> AO / _____		International Withdrawal w/out 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"/> Undergraduate program <input type="checkbox"/> Postgraduate program
----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------

**I have read the relevant policy and am applying for (tick all that apply):**

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

**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](http://www.international.mq.edu.au/pdfs/Fees_Policy.pdf)

**SECTION 1: Personal Details**

Student ID:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								
Family Name:	First Name:								
Address:									
Suburb:	State:	Postcode:							
E-mail: _____									
<b>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.</b>									
Phone (H):	Phone (M):								
Course (eg BBA):									
<b>OFFICE USE ONLY</b>									
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 will need to provide **independent** supporting documentation (on official letterhead if relevant) to validate your claims.

**Please note: Supporting Documentation MUST be either originals or Certified Copies and submitted with this application.**

### Documentation attached from

- Medical Certificate or Statement from Doctor
- Statement from 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).