

Withdrawal from course application

Swinburne University of Technology – Vietnam

Before you apply to withdraw

It is strongly recommended that you discuss the matter with the Academic Director. Depending on the date of your withdrawal you may still be liable for fees and not be eligible for a refund.

You cannot withdraw from your course enrolment to avoid the requirement to 'Show Cause' for unsatisfactory academic progress in a given academic year.

To withdraw from units only, visit Swinburne Vietnam StudentHQ.

Personal details

Student ID:	
Family name:	
Given name:	
Date of birth:	
Are you a local or international student?	<input type="checkbox"/> Local <input type="checkbox"/> International

Contact details

Telephone number:	
Mobile phone number:	
Email:	
Address:	
Suburb/Town/City:	
State/Province:	
Postcode:	
Country:	

Course information

Course Code:	
Course Title:	
Withdrawal effective end of:	<input type="checkbox"/> Semester January <input type="checkbox"/> Semester May <input type="checkbox"/> Semester September
Year:	
Reason: (Please attach relevant documentation to this form)	
Date of last class attended:	<input type="checkbox"/> Or tick this box if your class has never commenced or you haven't attended the class.
Comments:	

Conditions

The last date for withdrawal without a Financial and Academic Penalty is by close of business on the semester census date.



No refund of fees will be made where a student withdraws from course after close of business on the semester census date.

Withdrawal after census date will incur financial and academic penalty resulting in a grade of WF (withdraw fail). Students may withdraw from their course up until close of business on the last teaching day, after which the achieved result(s) will show for the unit(s).

I understand that if the request that I submit is incorrect or incomplete that my request will not be processed.

I confirm I wish to withdraw from my course, and I accept the conditions stated above.

Student's Signature

Date