

Withdrawal Form

Please complete this form and return to DCJ Student Administration or DCJ Reception or email to dcjkt-academicservices@deakin.edu.au

Student Name: _____

Course: _____ Deakin College ID: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Indonesian Student: Yes No Date of Birth: _____

Reason for withdrawal: _____

Deakin College student ID card submitted: Yes No

WITHDRAWAL GUIDELINES

- The *Deakin College Refund Policy* is effective from the date that this withdrawal is received by Deakin College. Students are referred to this policy for detailed information on penalties and refund calculations (<http://www.deakincollege.edu.au/policies-procedures>). If you are entitled to a refund, please also complete an *Application for Refund of Tuition Fees* form.
- This withdrawal will also cancel any packaged offer with Deakin University.
- Academic penalties may apply following this withdrawal. The Deakin College Board of Examiners (BoE) will assess your results as per the *Deakin College Satisfactory Course Progress Policy*.

Withdrawal from a course between weeks 5 and 8 of a trimester will incur a grade of W (withdrawn). This grade does not incur any academic penalties.

Withdrawal from a course between weeks 9 and 13 of a trimester will incur a grade of WN (withdrawn fail). This grade will incur an academic penalty and the student's course progress will be assessed at the end of the trimester by the BoE.

I hereby declare that I have read and understood the above guidelines.

Signed: _____ **Date:** _____

(Parent or legal guardian must sign this form if the student is under 18 years of age)

Office Use Only

Interview Required Yes No

Notes of Interview: _____

Signed: _____ Date: _____

Deakin College ID: _____

Status changed: ___ / ___ / ___

Subjects deleted: ___ / ___ / ___

Finance record: ___ / ___ / ___

Refund amount: _____
(excluding bank fees)

No funds to be held for future trimester: _____

Refund policy applies: _____

Agent notified: _____