



# Withdrawal from BSc(IT)

Student Identification Number

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## PERSON DETAILS

Family Name		Date of Birth	
Given/Other Names			
Number & Street (PO Box No)			
Suburb or Town		Postcode	
Telephone Number		Mobile Phone Number	

## NOTICE OF PERMANENT WITHDRAWAL FROM COURSE

Course Title			
Course Code			
Withdrawal effective from	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Semester <input type="text"/>	One <input type="text"/> Two <input type="text"/>
Is this a dual qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of last class attended	
Date of last work submitted (Distance Learning only)			

## Reason for withdrawal

Other Institute offer
  Higher VTAC Offer - please specify new VTAC Course Code

Other reason - please specify

## CONDITIONS

### Higher Education Courses

- Refunds are subject to the return of your University ID card, fee receipt, and any other University property or materials you may have in your possession.
- No refund of fees will be made where a student withdraws from study after Semester Census dates (as listed above)

Signature of Student	Date
Please forward this form to: Hong Kong Program Administrator	

## APPROVALS

A refund of materials fee is approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Material fee refund amount \$
Signature of Head of Department/Centre/Faculty or Delegate		
Name of Department/Centre/Faculty	Date approved	
ASCOL Processing	Date entered	Initials
Fees	Refund Due <input type="checkbox"/> Cheque Requisition processed <input type="checkbox"/>	Date Initials