



# Withdrawal from All Studies Form

University Drive, Mount Helen P O Box 663 Ballarat, 3353 Victoria, Australia  
Telephone: 03 5327 9000 Facsimile: 03 5327 9704

Course Code

Student ID No.

At which Provider Location are currently studying at: \_\_\_\_\_

Surname	First Given Name	Other Given Names
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Correspondence Address	Suburb	Post Code:
	Telephone	Mobile

I wish to withdraw from all studies: (please indicate)

- As from the date of lodgement of this form at Student Administration  
 At the conclusion of the current teaching period

Have you attended any classes in this teaching period? (please indicate)  Yes or  No

If yes, what was the last date you attended classes? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Reasons (please indicate)

- |  |   |
|--|---|
| 1. Too far behind in studies <input type="checkbox"/>                | 7. Financial <input type="checkbox"/>                     |
| 2. Low assessment results <input type="checkbox"/>                   | 8. Health <input type="checkbox"/>                        |
| 3. Loss of interest in course <input type="checkbox"/>               | 9. Support Services not adequate <input type="checkbox"/> |
| 4. Transfer to another UB course <input type="checkbox"/>            | 10. Personal or family problems <input type="checkbox"/>  |
| 5. Transfer to another tertiary institution <input type="checkbox"/> | 11. Obtained employment <input type="checkbox"/>          |
| 6. Housing difficulties <input type="checkbox"/>                     | 99. Other <input type="checkbox"/>                        |

### COMMENTS


### IMPORTANT Information:

- If you select to withdraw from your course you will forfeit your place in the course, with no guarantee of obtaining a place in the course again in the future.
- Please refer to the University Handbook [www.ballarat.edu.au/handbook](http://www.ballarat.edu.au/handbook) and to the 'Thinking about changing your course or taking time out?' booklet available from the Student Centre before you complete this form.
- If you are a recipient of AUSTUDY benefits you are obliged to notify the Department of Education, Science and Training in writing within seven (7) days of your withdrawal.

Teaching Period Census Dates: **TP 0:** 28 February **TP 1:** 30 March **TP 2:** 31 May **TP 3:** 31 August **TP 4:** 14 December **TP 9 (full year unit)** 31 May  
Please note 20% rule

### DECLARATION

"I understand that I will not be entitled to a refund of fees paid to the University of Ballarat if this withdrawal form is lodged at Student Administration after the relevant census dates. I authorise Student Administration to withdraw me from all studies at the University of Ballarat, effective from the date specified above".

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Student Signature Date

### OFFICE USE ONLY

Enrolment Record Updated by:	Comments	Date lodged at Student Admin	Distribution White: Student Admin Blue: School Pink: Planning Yellow: Student copy
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