

NOTIFICATION OF WITHDRAWAL FROM COURSE

This form is to be completed if you intend to withdraw from your course.

INFORMATION FOR CURRENT STUDENTS

You will be required to meet with your Campus Manager to discuss your intention to withdraw and explore possible alternatives. Please refer to the Changes to Enrolment Policy. For international students, a status of 'Withdrawn Fail' will appear against enrolled subjects on academic transcripts if this request is received after Week 2 of the trimester. For domestic students, a status of 'Withdrawn No Fail' will appear against enrolled subjects on academic transcripts if this request is received after Week 2 of the trimester but prior to the census date. Withdrawals received after the census date will result in a status of 'Withdrawn Fail' on academic transcripts.

INFORMATION FOR FUTURE STUDENTS

Please refer to the Changes to Enrolment Policy.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

STUDENT DETAILS

Title Mr Ms Other (please specify):		Please tick as appropriate Male Female Unspecified	
Family name		Given name(s)	
Date of birth (dd/mm/yyyy)	Student ID		
Telephone (home/mobile)			
E-mail			
Full address			
Suburb		State	
Postcode		Country	

REASON FOR WITHDRAWAL

Please tick: <input type="checkbox"/> Course not suitable <input type="checkbox"/> Location not suitable <input type="checkbox"/> Returning to my home country <input type="checkbox"/> Personal reasons <input type="checkbox"/> Other	I hereby give notice to Kaplan Business School that I am withdrawing from my enrolled course due to the following reason:
	Campus Manager - Counselling signature

STUDENT DECLARATION

I declare that the information provided by me is true and complete.
 I have read and understood the relevant KBS policy.
 I am aware of potential financial /academic penalty associated with withdrawing from the course.

International Students:

I am aware that my notification of withdrawal will be reported to the relevant government departments.
 I understand withdrawing from my course may impact my student visa.
 I understand it is my responsibly to seek advise from the relevant government department or my agent about the possible impacts to my student visa.

Student signature	Date (dd/mm/yyyy)
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OFFICE USE ONLY

Received by	Form received date (dd/mm/yyyy)
Processed by	Processed date (dd/mm/yyyy)

Privacy: Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our [Privacy Policy](#) including to your education agent, and to the Australian government as required or authorised by law. Our privacy policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at privacy@kaplan.edu.au for more information.

Return this form to your Kaplan Business School Student Experience Team:

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