

NOTIFICATION OF

WITHDRAWAL FROM PROGRAM

Before starting to complete this form we would value the opportunity to discuss possible options available to you across Murdoch Institute of Technology to assist you in continuing your studies with us. Please call your Student Service Team.

This form is to be completed if you are applying to withdraw from a program. International students should refer to the Changes to Enrolment Policy available on the MIT website before completing this form.

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

Personal details

Title Mr Ms Other (please specify):	
Family name	
First name(s)	Male Female
Date of birth (d/m/y)	Student ID
Telephone (home/mobile)	
E-mail	
Full address	
City	Postcode
Country	
Program	Date
Units	
Units	
Units	
Units	
Units	
Units	

Withdrawal information

I hereby give notice to MIT that I am withdrawing from my enrolled program due to the following reason:
I intend on returning to my home country Date: I intend to remain in Australia to undertake other full-time study (Please inform MIT if your current address is not the one you have provided) I have paid all of my fees I am aware of potential financial /academic penalty associated with withdrawing from the program

For international (MUPC and Diploma) and domestic (MUPC only) students, a status of **Withdrawn Fail** will appear on your academic transcript if this request is received after the end of week 2 of the trimester
For domestic (Diploma only) students, a status of **Withdrawn Fail** will appear on your academic transcript if this request is received after the census date (end of Week 3).

Student declaration

All students I have read and understood the relevant refund policy located at www.murdochinstitute.wa.edu.au	
International students I am aware that my notification of withdrawal will be reported to the Department of Immigration within 14 days of giving this notification and that this may result in the cancellation of my visa.	
Signature	Date

Return this form to your MIT campus admissions office.

Perth

Building 512, Murdoch University
South St, Murdoch, Western Australia 6150
Australia

Tel: +61 8 9360 1700

Email: info@murdochinstitute.wa.edu.au

OFFICE USE ONLY

Student Support Officer

Counselled	
Signature	Date

Finance

COE – changes made to COE	Finance updated	Diary Entry
Student Records Officer		Date

Withdrawal from program

Changes made to Edupoint and/or Celcat	Email Academic Coordinator and copy teachers	MU advised COE
This form has been scanned and placed in the Student Record Folder		
Student Administration Officer		Date