

## 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 Services 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 <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):	
Family name	
First name(s)	<input type="checkbox"/> Male <input type="checkbox"/> 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:
<input type="checkbox"/> I intend on returning to my home country      Date: <input type="checkbox"/> 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) <input type="checkbox"/> I have paid all of my fees <input type="checkbox"/> I am aware of potential financial /academic penalty associated with withdrawing from the program

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(Foundation Studies, MUPC and Diploma) and domestic (Foundation Studies, MUPC only) students, a status of **Withdrawn Fail** will appear on your academic transcript if this request is received after the end of week 2 of the trimester.  
 For domestic (Diploma only) students, a status of **Withdrawn Fail** will appear on your academic transcript if this request is received after the census date (end of Week 3).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

<b>All students</b>	
I have read and understood the relevant refund policy located at <a href="http://www.murdochinstitute.wa.edu.au">www.murdochinstitute.wa.edu.au</a>	
<b>International students</b>	
I am aware that my notification of withdrawal will be reported to the Department of Home Affairs 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](mailto:info@murdochinstitute.wa.edu.au)

## OFFICE USE ONLY

### Step 1: Student Records Officer

<input type="checkbox"/> Counselling	
Signature	Date

### Step 3: Finance

<input type="checkbox"/> COE – changes made to COE	<input type="checkbox"/> Finance updated	<input type="checkbox"/> Diary Entry
Student Records Officer		Date

### Step 2: Withdrawal from program

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