



# BRISBANE COLLEGE OF THEOLOGY

## Withdrawal from a Course

**Please read the information on the reverse of this form prior to submitting.**

<b>SECTION 1: PERSONAL DETAILS</b>	<b>Please PRINT clearly</b>
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Mr/Mrs/Ms/Miss/Revd/Other \_\_\_\_\_ (please circle)

SURNAME \_\_\_\_\_ OTHER NAMES \_\_\_\_\_ STUDENT NO. \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

Postcode \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MEMBER SCHOOL (Please circle)      St Francis'      St Paul's      Trinity

<b>SECTION 2: DETAILS OF WITHDRAWAL</b>
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Date that withdrawal is to take effect from: \_\_\_\_\_

Name of Course being withdrawn: \_\_\_\_\_

<b>SECTION 3: STUDENT'S DECLARATION</b>
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I confirm that I have read the instructions on the reverse side of this form and understand that the withdrawal of units will be actioned in accordance with College Policy and Government Regulations.

**THIS SECTION MUST BE SIGNED BY THE STUDENT AND THE ACADEMIC DEAN.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
 (student)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
 (Associated Dean)

<b>SECTION : BCT REGISTRY OFFICE USE</b>
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Withdrawal of unit/s actioned:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Administrative Officer signature: \_\_\_\_\_

**THIS FORM SHOULD BE LODGED WITH THE RELEVANT MEMBER SCHOOL**



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### WHEN TO COMPLETE THE WITHDRAWAL FROM A COURSE FORM

The '*Withdrawal From a Course*' form is used when a student wishes to withdraw from their course (that is: a student no longer wishes to continue to study in their nominated course of study).

This form should NOT be used by students who simply wish to withdraw from a unit of study. Students wishing to withdraw from all of their units but remain enrolled in their course must complete the '*Change of Enrolment*' form **and** submit a '*Leave Of Absence*' Form to maintain a continuous enrolment status.

**Students are encouraged to consult with their Associate Dean before withdrawing from their course.**

### TIMEFRAMES AND PENALTIES ASSOCIATED WITH WITHDRAWAL FROM A COURSE

Students may withdraw from a course up until close of business of the census date for the relevant teaching period – no financial or academic penalties apply.

From the day after the Census Date of the relevant teaching periods students will remain Fee liable.

Any student who withdraws from a course after the census date, due to special circumstances, may apply to have their student learning entitlement re-credited and their fees refunded. Students applying for a refund for unit/s will need to complete an '*Application for Refund of Fees in Special circumstances and Re-Credit of FEE-HELP*' form. Students should ensure they read the information sheet prior to completing and submitting this form.

### LODGEMENT OF FORM

Forms are to be lodge with the relevant Member School.

**It is the student's responsibility to ensure that this form is completed correctly and authorised with the student's signature.**

**THIS FORM SHOULD BE LODGED WITH THE RELEVANT MEMBER SCHOOL**