

COURSE WITHDRAWAL FORM

Updated September 2018

This form is to be used only by students who wish to withdraw entirely from their course of study, including any associated enrolled units. Students are reminded that withdrawal after the census date retains the financial liability for any enrolled units unless the student is able to demonstrate that their withdrawal was necessary due to exceptional circumstances beyond their control that eventuated on or after the census date in that trimester. PLEASE ENSURE THAT THIS APPLICATION FORM IS SIGNED AND DATED AND IS RECEIVED BY BBI PRIOR TO THE CENSUS DATE TO AVOID FINANCIAL PENALTY. Please refer to BBI's [Refund Policy](#).

Title _____ First Name _____ Surname _____
Student Number _____ Course _____

Number of course units affected: _____

Unit Code: _____	Unit Name: _____
Unit Code: _____	Unit Name: _____
Unit Code: _____	Unit Name: _____
Unit Code: _____	Unit Name: _____

I wish to request a remission of fees for this trimester.

Exceptional circumstance requiring withdrawal from the unit after the census date (please select):

- Serious illness or injury
- Death of a family member or close loved one
- Sudden and unexpected loss of employment
- Sudden and unexpected financial hardship
- Other (please specify) _____

If requesting a remission of unit fees documentation must be supplied to support the application, for example medical certificates, solicitor's notices, death certificate.

Please note that changes in work schedule, lack of understanding of BBI's enrolment processes, and lack of understanding of the regulations regarding Fee-Help are not eligible reasons for remission of fees.

Signature _____

Date _____

OFFICE USE ONLY

Date Received:	
Academic Board Decision (Remission)	Approved / Not Approved Date:
Student Services Manager Recommendation (Remission)	
Student Withdrawn in System	Date: