



Application for Withdrawal

First Name Last Name

Address

Phone Email

Date Semester

Course Unit	Day & Time	Lecturer
Eg. General Drawing 1:1	Eg. Tues 1 – 4pm	
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Reason for withdrawing from the course unit(s)
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- Please tick one**
- Full Withdrawal from the course
- Part Withdrawal (remaining enrolled in one or more course units)
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- Checklist**
- I have read the Adelaide Central School of Art Terms and Conditions of Enrolment and understand that a withdrawal fee of \$75 per subject applies
- I have returned my swipe card to the administration office (for Full Withdrawal)
- I have completed and attached the Student Exit Survey

Signature: Date:

Office Use Only

Withdrawal fee received by

Initials: Date: Amount: \$

Tuition Fee Payment Option

FEE-HELP

Fee Paying

If Fee Paying:

Refund tuition fees (less withdrawal fee)

Retain tuition fees in credit for 12 months

MYOB Details

Amended	Date	Initial	Reference
Database			
Class List			
MYOB			
Student Email List			
WD Statistics			
HEPCAT			
FIA			

Issued	Date	Initial	Reference
Invoice			
Refund			
Conf. Letter			

Notes

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