

# DISCONTINUATION OF STUDIES FORM



If you no longer wish to study in your program, you will need to take the following action:

- Drop ALL your enrolled classes in the academic year in Access Adelaide.
- *Note: Courses dropped before census, will not appear on your record and you will not be charged fees. If you remain enrolled after the relevant census date, you will incur tuition fees and student contribution charges, and courses will appear on your record along with a withdrawal grade depending on the date you dropped your enrolment.*
- Please complete and submit a separate form to discontinue your program in different faculties.
- Submit the completed form(s) to your Faculty Office, or to Student Life if you are an international student with a student visa.

Section 1: Personal Details			
ID number:		Phone:	
Last name:		First name(s):	
University email:			
Tick if you are:	<input type="checkbox"/> <b>International</b> <b>OR</b> <input type="checkbox"/> <b>Domestic</b>		

Section 2: Program(s) to be discontinued			
Program name:		Program name	
Faculty/St Life:		Faculty/St Life:	

Section 3: Reason for discontinuing your program(s)
University staff are interested in your decision to withdraw from your studies, particularly if this relates to your learning experience. Information provided in this section is confidential and data will be used to improve student services.

Section 4: Student Authorisation	
<p>I advise the University of Adelaide that I no longer wish to study in the program(s) I have indicated above on this form. I understand that if courses are dropped in Access Adelaide before census, they will not appear on my record and I will not be charged fees. However if I drop courses after the relevant census dates, I will incur tuition fees and student contribution charges for these courses along with a withdrawal grade.</p>	
Signature:	Date:

<b>OFFICE USE ONLY</b>	Print name of actioning officer:	Date:		
	TICK ✓ THE FOLLOWING ACTIONS TAKEN			
	To FAC	To ISS	Student	HPE
	Comment:			