

Student Administration Resignation Application

Student Centre
Locked Bag 1797, Penrith South DC NSW 1797



Read the important information on page 2 before completing this form.
Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

1 – PERSONAL DETAILS

UWS Student ID number

Are you an international student?

No Yes



Title

Family name

Given name(s)

Date of birth

Daytime contact phone number

Postal address

Unit no.	Street no.	Street name
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Suburb	State	Postcode
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Country

Course code

Course name

Campus

2 – RESIGNATION DETAILS

Specify the date you wish to resign from this course

NOTE: If you are applying to resign after the census date for the teaching session, you will automatically receive “E” (Fail Discontinued) grades for your units. To apply for withdrawal without academic penalty, you will need to submit a “W” grade application form available from Student Centres or online at www.uws.edu.au/forms

3 – INTERNATIONAL STUDENTS *(To be completed by International Student Advisor before submitting this form)*

UWS International Office approves this application

No Yes

International Student Advisor's name



International Student Advisor's signature

SIGN HERE

Date

4 – DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on the reverse of this form. I have returned my Student ID card and travel concession card to the Student Centre. Please amend my University records to show that I am resigning from my course of study as indicated above.

Student's signature

SIGN HERE

Date

Date Received

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to external agencies such as UAC, DEST, DIAC, Centrelink, other Government agencies, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

Important information for students resigning from their course of study

Who should use this form

This application is to be used by all UWS students, excluding Higher Degree Research, who wish to resign from their course of study. Higher Degree Research students must resign in writing directly to the Postgraduate Research Office.

Resigning before the census date

Where students lodge their notification on or before the census date for a session, they will be withdrawn without academic penalty from any unit in which they were enrolled.

Resigning after the census date

Students who resign after the census date will receive “E” grades (Failed Discontinued) for the units they are enrolled in for that session and will remain liable for the fees.

If you are resigning due to extenuating circumstances you may apply to have the “E” grades changed to “W” grades (Withdrawn without academic penalty). If you wish to apply for “W” grades, you must complete a Withdrawal Without Academic Penalty application form available on the web: www.uws.edu.au/forms or from any Student Centre.

International students

International students should be aware that resignation will ultimately lead to visa cancellation. Therefore, international students seeking resignation must, within one month of submitting an application to resign, either:

(a) leave Australia; or

(b) apply for a new visa, be it a student visa or any other valid type. Please note that if a new student visa for a course with another education provider is chosen, then the applicant must determine if they are bound by the ‘no change provider’ condition (8206) on their original visa.

All applicants are encouraged to seek advice from their campus International Student Advisor before making any submission. Please consult www.uws.edu.au/international/advisors.html for contact details.

Policies

The University’s Enrolment policy contains information regarding resignation from a course. The Enrolment Policy can be found on the University website at: www.uws.edu.au/policies/a-z

Lodging this form

This form may be lodged in person at any Student Centre or posted to:

Student Centre
University of Western Sydney
Locked Bag 1797
PENRITH SOUTH DC NSW 1797