



THE UNIVERSITY OF
MELBOURNE

Faculty of Medicine, Dentistry & Health Sciences
Melbourne School of Population Health

REQUEST TO DISCONTINUE

(Australian Citizens and Permanent Residents)

IMPORTANT DEADLINES: Please see overleaf

Student Details (please print clearly)

Surname: _____ Given Name(s): _____
Student ID #: _____

Date of Discontinuation

I would like to discontinue from the _____ as of: _____
Name of Course Date

Reason for Discontinuation

- Personal Dissatisfied with Course Transferring Employment Opportunity
 Financial Study Difficulties Health Other

Declaration and Signature

I UNDERSTAND the implications of discontinuing from subjects in relation to University's deadlines concerning the payment of fees (including CSP and Fee-HELP), and UNDERSTAND the dates after which "WITHDRAWN" or "FAIL" will appear on my academic transcript. I UNDERSTAND that once approval is granted to withdraw, I will not be able to resume candidature at a later date unless I submit a new application form.

Signature: _____ Date: _____

Please return your completed form to:

Academic Programs Office,
Melbourne School of Population Health
Level 4, 207 Bouverie Street
The University of Melbourne VIC 3010

Or by Fax: +61 3 8344 0824

Academic Programs Office Use Only

- Entered on MERLIN: ____ / ____ / ____
 Enrolment Record Issued: ____ / ____ / ____

Administrative Officer: _____

IMPORTANT DATES

Standard Semester 1 and 2 Subjects

- In the first week of semester, changes to enrolment can be made without penalty.
- After the end of the second week (Friday) of semester until the census date, a WD (withdrawn) will be recorded on your enrolment record. You will NOT be liable for tuition costs for this subject.
- After the census date, withdrawing from subjects will result in a WD being recorded, and you WILL also be liable for the tuition costs of the subject.
- The absolute deadline for withdrawing from a subject is by the end of week 9 of semester. After this time, if you withdraw from a subject, you will automatically obtain a fail grade for that subject and will be liable for the tuition costs of the subject.

Summer/Winter/Intensive Subjects of Six Weeks or more:

- Up until the end of the first week of teaching, changes to enrolment can be made without penalty.
- After the end of the first week of teaching until the census date a WD (withdrawn) will be recorded on your enrolment record. You will NOT be liable for tuition costs for this subject.
- After the census date for the subject, withdrawing from the subject will result in a WD being recorded and you WILL be liable for the tuition costs of the subject.
- The absolute deadline for withdrawing from a subject is by the end of the second last week of teaching. After this time, if you withdraw from a subject, you will automatically obtain a fail grade for that subject and will be liable for the tuition costs of the subject.

Intensively Taught Subjects more than 1 week and less than 6 weeks:

- After the first day of teaching, a WD (withdrawn) will be recorded on your enrolment record. You will not be liable for tuition costs for this subject.
- After the census date for the subject, withdrawing from the subject will result in a "Grade" being recorded and you will be liable for the tuition costs of the subject.
- The absolute deadline for withdrawing from a subject is before the end of the second last week of teaching. After this time, if you withdraw from a subject, you will automatically obtain a fail grade for that subject and will be liable for the tuition costs of the subject.

Intensively Taught Subjects of 1 week or less:

- On the first day of teaching, a WD (withdrawn) will be recorded on your enrolment record. You will not be liable for tuition costs for this subject.
- After the census date for the subject, withdrawing from the subject will result in a "Grade" being recorded and you will be liable for the tuition costs of the subject.
- The absolute deadline for withdrawing from a subject is after the first day of teaching. After this time, if you withdraw from a subject, you will automatically obtain a fail grade for that subject

You can view the census date for each subject on your Enrolment Record or on the Subject Fee Calculator website (<http://fee.acs.unimelb.edu.au/index.aspx>)

The University's Privacy Policy can be viewed at:

<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>.

This website provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.