

# Discontinuation or Break from Studies



Please complete this form in BLACK INK using CAPITAL LETTERS. Mark appropriate answer boxes with a cross (X).

## Applying before and after census dates

- Applying before the census date: If you submit a request for Leave of Absence (LOA) or Resignation on or before the relevant census date, you will not be liable for any tuition fees, for any units you were enrolled in. If you wish to discontinue units before census, do so through NAVIGATE.
- Applying after the census date: If you submit a request to discontinue units, resign or apply for a LOA after the census date, you will receive E grades (failed - discontinued) for any enrolled Diploma units or FD for any enrolled Foundation Studies units. You will also be liable for any tuition fees for these units. Any upfront fees for the session will not be refunded.
- If you have submitted a request due to extenuating circumstances, you have the option of submitting a Withdrawal Without Academic Penalty Application. If your application is successful, you will be given 'W' grades for these units and you will not be liable for the tuition fees.

## SUBMITTING THIS FORM:

- To apply for a leave of absence (to take a break) from study (fill in part 2 only)
- To discontinue (drop out of) units after census (fill in part 3 only)
- To resign from your course at WSUIC (fill in part 4 only)
- Students must email the completed form to [wsuic@westernsydney.edu.au](mailto:wsuic@westernsydney.edu.au)

## Part 1: Personal Details

Given/First Name:	
Last Name/Surname:	
Student ID (if already enrolled at WSUIC):	
Email address 1:	
Email address 2:	
Mobile Phone Number:	
Course Code:	
Course Name	

## Part 2: Leave of Absence

Year to start leave:	
Term of the year to start leave:	
Total leave duration: (Number of months)	

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Term to have off study (choose the relevant teaching term(s) for your course)	
Reason for Leave: (As a student visa holder, you can only request a Leave of Absence in compelling (e.g. academic) or other extenuating circumstances and you must have this form signed by the appropriate staff member.)	
<b>Academic Reasons:</b> (Must be signed by your Course or Program Convenors) <input type="checkbox"/> Unit(s) not available (e.g. units not on offer, timetable clash) <input type="checkbox"/> Other academic reasons (give details below)	<b>Other extenuating circumstances:</b> (Must be signed by the Student Welfare Service) <input type="checkbox"/> Medical <input type="checkbox"/> Other extenuating circumstances ( <i>Supporting documentation must be supplied</i> )

## Part 3: Discontinue (drop out of) units after census

You will automatically be awarded an 'E or FD' (fail discontinued) grade for each of the units you list below. You must complete a Withdrawal Without Academic Penalty Application form if you want to apply for your 'E or FD' grade to be changed to a 'W' grade.		
Teaching Term	Unit Code	Unit Name

## Part 4: Resignation from course

Drop in before you drop out - consider seeing a Counsellor or Welfare Officer for advice before resigning.	
Specify the date you wish to resign from this course:	
Reason for resignation: <input type="checkbox"/> Course not suitable <input type="checkbox"/> Location issue <input type="checkbox"/> Personal issue <input type="checkbox"/> Other	

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## Part 5: Declaration and Signature

I declare that I have read and understood the instructions for completing this form. Please amend my WSUIC records to show that I am changing my enrolment as indicated above.	
Student's Signature:	
Date:	

## OFFICE USE ONLY

Application approved/not approved by (full name): [Student Welfare Service/ Counsellor/Course or Program Convenors]	
Signature:	
Date approved/not approved:	
Comments (if any):	