

NOTIFICATION TO CANCEL ENROLMENT OR DEFER SUBJECTS

This form is to be completed if you are an enrolled student who has commenced studies and you are notifying your intention to:

- Cancel Enrolment (Withdraw from an enrolled course) or
- Take a Leave of Absence (Defer subjects in full - intend to resume studies within 12 months) or
- Vary Study Load (Defer from individual subjects/ reduce your study load).

Students are required to meet with the Program/Academic Director and Student Administration in the first instance to discuss their intentions as the student needs to be aware of the consequences of their actions. Depending on what date you submit this Notification, you may be liable financially and academically. Refer to the Student Handbook, Confirmation of Enrolment, Website or Student Administration for the relevant Census and/or Administration dates.

Student Details

Student No:	Given Name:	Family Name:
Email:	Phone:	
Permanent Address:		State: Postcode:
Course:	<input type="checkbox"/> Bachelor of Design <input type="checkbox"/> Master of Design	Campus: <input type="checkbox"/> Melbourne <input type="checkbox"/> Sydney
Student:	<input type="checkbox"/> Domestic Student <input type="checkbox"/> International Student	Fees: <input type="checkbox"/> FEE-HELP <input type="checkbox"/> Upfront

Notification Type

I am notifying Whitehouse to: Cancel Enrolment Leave of Absence Vary Study Load

When is this Notification to take effect? Immediate OR On this date:

Reason for Notification

Health /Personal Concerns Work Commitments Financial Reasons Change of Study Direction

Course not to Expectation Other (please state):

Please add any comments here related to this notification:

- Leave of Absence - When do you intend to resume studies? Study Period:
- Vary Study Load: Nominate which subject(s) you are deferring:

Subject Code:	Subject Name:
Subject Code:	Subject Name:
Subject Code:	Subject Name:

Documentation

Do you have documentation that would like to attach to support the notification?

Medical Certificate(s) Counsellor/Medical Evaluation Letter Detailing Reason

Letter of Offer (International Students) Police Report Other:

Before signing the Declaration:

- Read the Withdrawal and Deferral & Cancellation and Refund Policies on the website before completing this form.
- Check with the Library/Student Administration finalise any Library fees/items, incidental or tuition fees
- To avoid financial liability, domestic students are to lodge the completed form on or before the census date. International students are to have completed a minimum of 6 months in their principal course of study and submit the completed form 14 days prior to the administration date
- Complete all relevant sections, sign and date declaration
- Submit completed form together with student card/transport concession (if cancel or defer in full) to Student Administration. The request be processed only when submitted to Student Administration in person, via email or post. Student Administration will acknowledge receipt of Notification when received
- On processing, you will be issued a Confirmation of: Cancellation, Leave of Absence or Variation to Study Load
- Cancelled Enrolments will be issued (without charge) an Academic Transcript for subjects attempted to date of cancellation.

Declaration

- I have met with the Program/Academic staff and or Student Administrator to discuss my options.
- I have read and understood the Withdrawal and Deferment & Cancellation and Refund Policies.
- I am aware of the potential financial and academic penalties related to cancellation or deferral (full or part) of my enrolment.
- I understand that cancellation or deferral will be effective from the date the notification was received by Student Administration and when all outstanding Whitehouse fees are paid (if applicable).
- I am aware that if I believe that my withdrawal or deferral after the census date is due to exceptional circumstances, I am to make separate application for Refund or Re-Credit of FEE-HELP balance.

Have you checked and finalised
 outstanding fees?

Library Items/fees: YES

Tuition/Incidental: YES

Applicant Signature:

Date:

WHITEHOUSE USE ONLY	Date Received:
Discussed with:	
Processed by:	
Student Admin to attach: <ul style="list-style-type: none"> • Dairy Notes • Confirmation of Cancellation/Leave of Absence/Variation to Study Load • Copy of Transcript/Statement of Results 	

DEFINITIONS

Administrative Date: The Administrative Date is the last date that you are to complete the requirements for enrolment or progression and finalise tuition fees for the relevant study period. The Administrative Date for BDes and MDes is the study period commencement date.

Census Date: Census date is the closing date for a student to apply for or withdraw from a government approved FEE-HELP assistance course without financial penalty and the date a student incurs a debt or FEE-HELP debt for the subject undertaken. The Census date is set by the education provider and can be no earlier than 20% of the way through a subject. It is also the last date that you can change your mind about studying without incurring academic penalty except in exceptional circumstances.

Defer/ Leave of Absence: To stop studying a course or subject for a period of time with an intention to return to studying the course or subject within a identified and notified time frame.

Cancel Enrolment/Withdrawal: To stop studying a course before it is finished with no intention of returning to that course at any time in the future.

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures. This procedure is governed by the:

- Student Progression and Exclusion Policy
- Cancellation and Withdrawal Policy
- Cancellation, Refund and Changes to Courses Policy
- Whitehouse Code of Conduct Policy