

WITHDRAWAL APPLICATION FORM

PLEASE ONLY USE THIS FORM FOR THE FOLLOWING CIRCUMSTANCES;

- You are completely withdrawing from the program and will not re-enrol and/or
- You are completely withdrawing from the unit and will not re-enrol in that unit and you will be returning your study guide to Chifley business School.

Please complete the application details below and return to Client Care.

Name:..... Student ID:

Address:

- I wish to withdraw from Unit(s)..... for Study Period..... 2009
- Will you be returning your unmarked, undamaged study guide? Yes No
- Is this a total withdrawal from the program? Yes No (If no, have you considered deferring this unit?)

Note:

- If you deferred payment of your fees via FEE-HELP, please read information 'Deferring or Withdrawing from a unit when fees deferred via FEE-HELP' in your student handbook regarding your financial obligations.
- Students who advise Chifley Business School that they wish to 'discontinue their studies' will cease to receive re-enrolment correspondence or updates concerning the course.
- Withdrawal applications received after the following dates are not eligible to receive a refund.

Study Period 1: 31 March 2009
Study Period 2: 29 August 2009
Study Period 3: TBA

To receive a refund:

- Students withdrawing after the processing of enrolment may receive a full refund of their fees if this form is received by the above dates. It is requested that students return their undamaged, unmarked study guide with this form and send it to Client Care at the address below.
- Refunds will not be forwarded until this form has been completed and received by Chifley Business School.
- Please allow 3 weeks for the processing of your refund. Refunds will be made via the same method as the enrolment fees paid for that study period. If this is not possible the Client Care Centre will contact you to organise an alternative payment method.

Please give a brief statement of reasons for your withdrawal:

Signature: Date:

All withdrawals are confirmed in writing. Study guides must be returned to:

Client Care Centre
GPO Box 1272,
Melbourne Victoria 3001
Australia

Office use only—Withdraw	
	Study guide return
	Refund available