

Student Number

Title  Mr  Mrs  Ms  Miss  Mx  Dr  
 Other

Family name

Given names

Single name only

Gender  Male  Female  
 Indeterminate/Intersex/Unspecified

Date of Birth (dd/mm/yyyy)

**Mailing Address** (to be completed only if changed from current address)

Number & Street or PO Box

Suburb / Town

State  Postcode

Country (if outside Australia)

Home Phone

Work Phone

Mobile Phone

Email

Are you an International Student?  Yes  No  
 Are you an Apprentice?  Yes  No

Course Code  Course Name

Team Code  Campus/Centre  Course Mode  Internal  External  Mixed

**RPL** - The University offers RPL as a form of assessment, if you think you qualify, please discuss with the Team Leader/Delegate

**Units to be Added** (Must be signed off by the relevant Team Leader/Delegate for the course)

**Mode** I = Internal, E = External, M = Mixed Mode

**Teaching/VFH Period** 1, 2, 3 and 4

Team Leader/Delegate Use

Module/Unit Code	Teaching/VFH Period	Mode (I/E/M)	Delivery Location	Seeking RPL (X)	Unit Name	Training start date	Training end date

**Units to be WITHDRAWN must be listed on the reverse of this form along with a reason for change of enrolment** continued overleaf

OFFICE USE ONLY			
Date Received:	Date Processed:	Team Leader/Delegate Approval Name: _____ Signature: _____	Student has withdrawn from the course and a statement of attainment is required. <input type="checkbox"/> Yes <input type="checkbox"/> No
Team Code:	Processed by:		Date:

**Withdrawal from Course**

**Units to be Withdrawn** (Financial penalty will apply to withdrawals lodged after the relevant withdrawal date, which is 14 days after the commencement of the unit).

**Team Leader/Delegate Use**  
(This section must be completed)

Unit Code	Teaching Period	Mode (I/E/M)	RPL was sought (X)	Unit Name	Date Unit Started	Date of last engagement in the unit*	e-Rollbook Number

\* **Attach evidence of engagement.**    **Do you require a re-imbusement?**  Yes     No

**REFUNDS** shall be made for withdrawals lodged within 14 days of the commencement of the unit. Refunds are automatic but re-imbusement must be applied for. The Request for Student Refund form can be found at: W: [cdu.edu.au/student-central/forms-guides](http://cdu.edu.au/student-central/forms-guides). International student's refunds will be processed in accordance with International Students - Refund of Fees Procedures.

**INTERNATIONAL** International Students who hold a Student Visa are required to maintain a full time enrolment. If applying for Leave of Absence, students are required to submit appropriate documentaion on compassionate/compelling grounds to CDU Global at [international@cdu.edu.au](mailto:international@cdu.edu.au).

**Request for Leave of Absence** (International students ONLY)

**Reason for Withdrawal from the course** (Check ONE Box only)

- |  |  |   |
|--|--|---|
| 4 <input type="checkbox"/> Relocation                  | 8 <input type="checkbox"/> Other reasons                             | 23 <input type="checkbox"/> Lack of access to learning resouces |
| 5 <input type="checkbox"/> Employment/Work Commitments | 9 <input type="checkbox"/> Dissatisfaction with course content       | 24 <input type="checkbox"/> Late access to learning resources   |
| 6 <input type="checkbox"/> Health reasons              | 10 <input type="checkbox"/> Defence Force Redeployment               | 25 <input type="checkbox"/> Issues with Lecturer                |
| 7 <input type="checkbox"/> Financial reasons           | 19 <input type="checkbox"/> Dissatisfaction with course presentation | 26 <input type="checkbox"/> Incorrect course selection          |

I hereby declare that the information I have entered on this form is accurate and correct.

Student Signature: _____	Date: ____/____/____
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**For any general enquiries or to email or hand in the completed form please refer to the below contact details**

**Casuarina campus: Student Central**

Mon to Thurs: 8.00am to 4.00pm  
 Fri: 8.00am to 3.00pm  
 Location: Building Orange 1.1, Casuarina campus  
 Freecall: 1800 061 963  
 Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

**CDU Darwin Waterfront: Student Central**

Mon to Thurs: 8.00am to 4.00pm  
 Fri: 8.00am to 3.00pm  
 Location: 21 Kitchener Drive, Darwin  
 Freecall: 1800 061 963  
 Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

**Alice Springs campus: Student Central**

Mon to Fri: 8.00am to 4.00pm  
 Location: Building 1, Info Shop Alice Springs campus  
 Freecall: 1800 654 865  
 Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

**Katherine campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
 Location: 19 Second Street, Katherine  
 Phone: 08 8973 9900  
 Email: [CDUKatherine@cdu.edu.au](mailto:CDUKatherine@cdu.edu.au).

**Palmerston campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
 Location: Building A, Palmerston campus  
 Phone: 08 8946 7800  
 Email: [palmerston@cdu.edu.au](mailto:palmerston@cdu.edu.au).

**Katherine rural campus: General enquiries**

Mon to Fri: 8.00am to 4.00pm  
 Location: Building 2, Katherine Rural campus  
 Freecall: 1800 779 577  
 Email: [cdukatherinecampus@cdu.edu.au](mailto:cdukatherinecampus@cdu.edu.au).