

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)

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

**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

**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**Units to be WITHDRAWN must be listed on the reverse of this form along with a reason for change of enrolment** continued overleaf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:	<b>Team Leader/Delegate Approval</b> Name:	Student has withdrawn from the course and a statement of attainment is required.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:	Signature:	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**Units to be Withdrawn** (Financial penalty will apply to withdrawals lodged after the relevant withdrawal date, which is 14 days after the commencement of the unit).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-imburement?**  Yes  No

**REFUNDS** shall be made for withdrawals lodged within 14 days of the commencement of the unit. Refunds are automatic but re-imburement 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 submit the completed form please refer to the below contact details**

- Academy of the Arts**  
Casuarina campus | P: 08 8946 6820 | E: [vet.cifea@cdu.edu.au](mailto:vet.cifea@cdu.edu.au)  
Alice Springs campus | P: 08 8959 5262 | E: [vet.alicesprings@cdu.edu.au](mailto:vet.alicesprings@cdu.edu.au)
- Electrotechnology and Plumbing**  
Casuarina campus | P: 08 8946 7505 | E: [vet.electro@cdu.edu.au](mailto:vet.electro@cdu.edu.au)  
Alice Springs campus | P: 08 8959 5363 | E: [tradescentral@cdu.edu.au](mailto:tradescentral@cdu.edu.au)
- Automotive, Transport and Civil**  
Casuarina campus | P: 08 8946 7506 | E: [vet.autocivil@cdu.edu.au](mailto:vet.autocivil@cdu.edu.au)  
Alice Springs campus | P: 08 8959 5363 | E: [tradescentral@cdu.edu.au](mailto:tradescentral@cdu.edu.au)
- VET Engineering and Construction**  
Casuarina campus | P: 08 8946 7507 | E: [vet.mte@cdu.edu.au](mailto:vet.mte@cdu.edu.au)  
Alice Springs campus | P: 08 8959 5363 | E: [tradescentral@cdu.edu.au](mailto:tradescentral@cdu.edu.au)
- VET Environmental Studies**  
Casuarina campus | P: 08 8946 7513 | E: [vet.clm@cdu.edu.au](mailto:vet.clm@cdu.edu.au)  
Alice Springs campus
- Agriculture and Rural Operations**  
Katherine Rural Campus | P: 08 8976 8311 | E: [vet.agriculture@cdu.edu.au](mailto:vet.agriculture@cdu.edu.au)
- Commerce and Information Technology**  
Darwin Waterfront | P: 08 8946 8877 | E: [vet.business@cdu.edu.au](mailto:vet.business@cdu.edu.au)  
Alice Springs campus | P: 08 8959 5312 | E: [vet.alicesprings@cdu.edu.au](mailto:vet.alicesprings@cdu.edu.au)

- Tourism, Recreation and Beauty Services**  
Palmerston campus | P: 08 8946 7800 | E: [vet.thr@cdu.edu.au](mailto:vet.thr@cdu.edu.au)  
Alice Springs campus | P: 08 8959 5312 | E: [vet.alicesprings@cdu.edu.au](mailto:vet.alicesprings@cdu.edu.au)
- Culinary Arts and Hospitality**  
Palmerston campus | P: 08 8946 7800 | E: [vet.culinaryarts@cdu.edu.au](mailto:vet.culinaryarts@cdu.edu.au)  
Alice Springs campus | P: 08 8959 5311 | E: [vet.alicesprings@cdu.edu.au](mailto:vet.alicesprings@cdu.edu.au)
- Health and Community Services**  
Casuarina campus | P: 08 8946 7517 | E: [vet.csh@cdu.edu.au](mailto:vet.csh@cdu.edu.au)
- Education and Foundation Skills**  
Casuarina campus | P: 08 8946 7517 | E: [vet.csh@cdu.edu.au](mailto:vet.csh@cdu.edu.au)  
Alice Springs campus
- CDU TAFE**  
Casuarina campus | P: 08 8946 7111 | E: [TAFE@cdu.edu.au](mailto:TAFE@cdu.edu.au)
- CDU TAFE - Alice Springs**  
Alice Springs campus | P: 08 8959 5311 | E: [vet.alicesprings@cdu.edu.au](mailto:vet.alicesprings@cdu.edu.au)
- CDU TAFE - Katherine**  
Katherine Town Centre | P: 08 8973 9904 | E: [katherine@cdu.edu.au](mailto:katherine@cdu.edu.au)  
Katherine Rural campus | P: 08 8976 8311
- CDU TAFE - Palmerston**  
Palmerston campus | P: 08 8946 7800 | E: [palmerston@cdu.edu.au](mailto:palmerston@cdu.edu.au)
- CDU TAFE - Waterfront**  
Darwin Waterfront | P: 08 8946 8877 | E: [vet.business@cdu.edu.au](mailto:vet.business@cdu.edu.au)