



WITHDRAWAL OR CHANGE OF UNIT APPLICATION FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

PERSONAL DETAILS

Title:	
Mr	Ms Other (please specify)
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Course:	Date:

WITHDRAW UNIT(S) FROM ENROLMENT

Students should refer to the **Refund Policy for International and Domestic Students** and associated Procedure to see if they are eligible for a refund. Student's eligible for a refund should complete the Refund Request **Application Form**.

Note: A status of 'Withdrawn Fail' (WF) will appear on your academic transcript if this request is received after week 4 of a standard semester (12 week duration) or week 2 of an accelerated semester (6 week duration).

Unit (code & name)
1.
2.
3.
4.

STUDENT DECLARATION

I have read and understood the Refund Policy for International and Domestic Students and associated procedure and am aware that financial penalties may be incurred.

Student's signature:	Date:
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CHANGE OF UNIT INFORMATION

Students can not change units after week 2 of a standard semester or week 1 of an accelerated semester without approval. Students wanting approval should complete the Waiver Request Form.

I hereby give notice to the Australian Institute of Higher Education that I would like to change the following unit(s) of study:

From Unit (code & name)	To Unit (code & name)
1.	1.
2.	2.
3.	3.

Privacy: We recommend that you read the AIH's Management of Personal Information Policy and associated Procedure published on our website [www.aih.nsw.edu.au]

Return this form to:
 Australian Institute of Higher Education P/L
 Level 3, 545 Kent St, Sydney NSW 2000
 Phone +(612) 9020 8050, Fax +(612) 8004 9286
 Continuing Students Email: [studentservices@aih.nsw.edu.au]
 New Students Email: [admissions@aih.nsw.edu.au]

OFFICE USE ONLY

Received by:	Received date:	Diary Note made in Student Management System
TO BE COMPLETED BY THE AUTHORISED REPRESENTATIVES		
Academic Reviewed By:	Date:	Approved Declined
Comments:		
Student Services Update By:	Date:	
Student Management System Updated	Signed Form uploaded into Student Management System	Student Notified
Comments:		