



## Withdrawal from Professional Certificate Course

**Complete and lodge this form with the Academic Services Officer, School of Nursing and Midwifery**

You must:

- Fill out sections A and B of this form
- Obtain advice and approval from your Professional Certificate Course Coordinator
- Sign the declaration Part C

**Part A: Personal details**

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Personal Email:

Professional Certificate Course Name:

Are you receiving a Scholarship:

 Yes (*Please detail full name of scholarship and contact*) No**Part B: Withdrawal from Program**

Please only complete if you want to cease studying in the program therefore giving up your place in the course. Note that discussing options with your Professional Certificate Course Coordinator is only optional, not required.

 I wish to completely withdraw from the above Professional Certificate Course

I have discussed my options with the Professional Certificate Course Coordinator?

 Yes  No**Reasons for withdrawal from program** Financial Personal Visa Other

Please provide written reasons for withdrawal:

**Part C: Student declaration**

- I acknowledge I have read and understand the Withdrawal, Cancellation and Refund Policy for Professional Certificates and the cancellation fee that applies.
- I understand that I will forfeit my place in the Professional Certificate Course if I withdraw, and will be required to apply for re-admission, if I wish to continue my studies at a later date.

Student signature:

Date:

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## LOGGING YOUR APPLICATION (FOR WITHDRAWAL FROM PROGRAM)

You are required to submit this form to the Academic Services Officer *via*

**Email:** [NursingProfDev.enquiries@unisa.edu.au](mailto:NursingProfDev.enquiries@unisa.edu.au)

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### OFFICE USE ONLY

Withdrawal from Professional Certificate Course	
Withdrawn from course	<input type="checkbox"/>
Refund	<input type="checkbox"/>
Database Entry	<input type="checkbox"/>
Return of course materials	<input type="checkbox"/>
Online Access Removed	<input type="checkbox"/>
	<input type="checkbox"/>
All forms	
Copy to scholarship contact (if applicable)	<input type="checkbox"/>
Notify student to confirm processing and refund	<input type="checkbox"/>
Withdrawal Policy Form	<input type="checkbox"/>