

INTERMISSION/WITHDRAWAL FROM COURSE



REQUEST

NOTE: If you are taking INTERMISSION or WITHDRAWING from your course before Census date, you are no longer liable for tuition fees for the unit/s. There is NO tuition refund available after Census date (except in exceptional situations as outlined under 'special circumstances' in the Refund Policy). For further information refer to the [Academic Calendar on the Avondale website](#)

INTERMISSION (LEAVE OF ABSENCE)

- | Must comply with the maximum time allowed to complete a course as per the Course Intermission Policy.
- | May be approved for up to 1 year.
- | International student visa holders are granted intermission for only one semester at a time and are advised taking intermission may impact their student visa.
- | Must be approved for any Commonwealth Supported Place to be held for you on your return.
- | Intermission/Withdrawal is not complete until you have returned this form and the request has been approved.

Submit form by one of the following methods:

- | By email to studentadmin@avondale.edu.au from your student email account
- | In person to Student Administration Services (Lake Macquarie Campus) or School of Nursing (Sydney Campus)

PERSONAL DETAILS

Title: _____ Surname: _____ Given Name(s): _____
Student ID Number: _____ International Student Visa Holder: Yes No
Course of study: _____

Non-Avondale student email: _____

I have returned all my library resources and cleared outstanding library fines. (please tick)

I request **PERIOD OF INTERMISSION**

I am **WITHDRAWING** from Avondale University

Date commencing intermission: _____

Date commencing withdrawal: _____

Resuming Semester: _____ Year: _____

Reason for **WITHDRAWING**

Reason for taking **INTERMISSION**

- Employment reasons
- Family reasons
- Financial reasons
- Finishing incomplete units
- Health reasons
- Relocation of residence
- Study elsewhere
- Volunteer service
- Unit/s not offered in teaching period
- Other reasons (please specify)

- Employment reasons
- Family reasons
- Financial reasons
- Health reasons
- Relocation of residence
- Study elsewhere
- Course too difficult
- Other reasons (please specify)

Student signature*:

Date:

*Only required if submitting in person or by post.