Notification of Withdrawal Request Form

To formally notify us of your intention to withdraw from a subject, you must complete and return this form to Kaplan Professional. There are different academic grades recorded on your transcript according to the date you notify Kaplan Professional of your intention to withdraw. Please note you will be immediately withdrawn from the subject/s online learning portal.

Prior to trimester/study period start
The subject will be cancelled (no academic grade recorded on transcript) and a full refund of fees will be provided back to the original payment method.

After the Trimester/Study Period start and before the census date
The subject will be cancelled (no academic grade recorded on transcript) and a refund of fees will be provided back to the original payment method less than the late administration fee of $300. FEE-HELP students are required to pay the late administration fee of $300.

After census date and 48 hours prior to the first assessment
A subject grade of Withdrawn No Penalty will be awarded. Students are not entitled to receive any refund or credit of fees paid for the subject.

Within the 48 hours prior to the first assessment and no later than 24 hours after the final assessment
A subject grade of Withdrawn Fail will be awarded, regardless of whether you sit or submit any assessment. Students are not entitled to receive any refund or credit of fees paid for the subject.

More than 24 hours after the final assessment
A subject grade of incomplete, accompanied by marks obtained, will be awarded if you sit or submit some, but not all assessment items for the subject. A subject grade of Absent Fail will be awarded if you do not sit or submit any assessment events for the subject.

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

PERSONAL DETAILS
Title: Dr/Mr/Mrs/Ms/Miss/Other: Personal ID:
First Name(s): Last Name:
Email:
Phone: (H) (W) (M)

SUBJECT INFORMATION
Subject Name and Number:
Trimester/Study Period: Year:
Reason for withdrawing*:
* Students may attach relevant documentation.

PRIVACY — We recommend that you read Kaplan's Privacy Policy published on our website.

STUDENT DECLARATION
I hereby authorise Kaplan Professional to withdraw me from the above mentioned subject/s.
Signature: Date:
PAYMENT METHOD

The withdrawal fee is **$300 per subject**. Payment is due on application. All fees are subject to change without notice. GST is included where applicable.

☐ Cheque: Please find my cheque made payable to Kaplan Professional attached.

Cheque No ________________

☐ Credit card:  

☐ Mastercard  

☐ Visa  

☐ AMEX (2.5% surcharge applies)

Cardholder Name

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CREDIT CARD DETAILS

Card Number ____________  

__________________________  

__________________________  

__________________________  

CVV ___ ___ ___  

Expiry Date ___ ___ / ___ ___

Cardholder Signature

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Return this form to the Kaplan office via:

MAIL Kaplan Professional  

Notification of Withdrawal Application  

GPO Box 9995, Sydney NSW 2001

FAX +612 9908 0250  

EMAIL studentadvice@kaplan.edu.au

APPLICATION ASSISTANCE

Contact your Student Adviser or call 1300 135 798 (+612 8248 7611).