

# Postgraduate Change of Enrolment/Withdrawal Form



**Murdoch**  
UNIVERSITY

Perth | Singapore | Dubai

Use this form to: Change your enrolment or withdraw from Murdoch University

## Student details

Student Name: ..... Student Number: .....

Course: ..... Today's date: .....

## 1. Change your enrolment

Within the first 2 weeks of the teaching period, students may add a unit.

Withdrawals after Census Date of the teaching period in which the unit is to be completed will be recorded on the transcript and fees will be incurred.

Withdrawals after week 10 of the teaching period are deemed to have been attempted and will be recorded as a Fail on the student's transcript.

WITHDRAWING FROM			
Unit Code (eg. MBS507)	Teaching period	Unit title (eg. Marketing Management)	Credits/Points (eg. 4)

ENROLING IN			
Unit Code	Teaching period	Unit title	Credits/Points

## 2. Complete withdrawal from the University

Withdrawal reason (s): mark all that apply

Academic    Family    Financial    Health    Personal

<input type="checkbox"/> Transfer to:	College / University
<input type="checkbox"/> Other:	

Note: Students are strongly encouraged to consult **Student Affairs** regarding the financial implications of withdrawing from the University at this time.

Do you plan to return to Murdoch University:  No    Unsure    Yes, when: .....

**I understand that by signing this form, I will be changing my enrolment permanently. This change does not absolve me from any outstanding obligations to Murdoch University.**

Student signature: .....

Authorised by: .....

# Murdoch University

## Change of Enrolment Policy

Full-time and part-time students may withdraw from a full semester course prior to the ninth week of classes (please check the current semester's calendar for exact date).

A student may withdraw from a course in the Office of Student Services at Murdoch University. It is understood that every student should confer with his or her instructor and academic advisor prior to withdrawing from a course.

Late course withdrawals are to be viewed as exceptions to the general policy.

## Withdrawal from University

A student who would like to withdraw from the University officially should complete an official withdrawal form. Student who are withdrawing should carefully note the following:

- Readmission at a later date is not guaranteed; an application for readmission should be submitted to the Office of Student Services.
- Students readmitted to the University after a withdrawal are held to the academic requirements in effect in the catalog at the time of their readmission.
- Students who do not officially withdraw but cease to attend classes are considered enrolled and will receive failing grades. Students will be responsible for all fees associated with the classes they are enrolled in regardless of attendance.
- Students who plan to complete the semester but do not intend to return the following semester should complete their withdrawal forms prior to their last final examination dated effective after the end of the semester.