



THE AUSTRALIAN NATIONAL UNIVERSITY

Enrolments Office,

Division of Registrar and Student Services, ANU

Pauline Griffin Building (11)

Canberra ACT 0200 Australia

Email: enrolments.enq@anu.edu.au

Phone: + 61-2-6125-3339

Fax: +61-2-6125-0751

Program Withdrawal Business Process

Enrolments – August 2007

Description: Program withdrawal is when a student wishes to completely withdraw from his or her degree/program. By withdrawing from their program, a student forfeits their place in the program. If the student wishes to recommence in the program, or undertake a different program, he or she would need to lodge a new application and be assessed against the then current criteria.

How: To apply for program withdrawal a student needs to fill in an Application for Withdrawal from Program form. Application for Withdrawal from Program forms are available from Student Administration as well as College offices, some school offices and other admin centres. The form is also available online at:
www.anu.edu.au/sas/forms/Application_for_program_leave_or_withdrawal.pdf.

When: Program withdrawal can be applied for at any time throughout the year. Program withdrawal applications are always approved and are dated effective from the date the application is lodged. If a student lodges an application after census date and has effective enrolment, the enrolment remains effective and the student is liable for the fees associated with the enrolment. If a student wishes to appeal, a letter and supporting documents should be addressed to the Enrolments Manager in SAS.

Where: Applications to withdraw may be submitted to Enrolments or the relevant College/area office.

Process

1. The form is either submitted to Student Administration or College/area Administration Office. If the form is submitted to Student Administration it is forwarded to College/area for approval.
2. A letter is sent by the College/area to the student informing the student that the withdrawal is approved.
3. The form is sent to Student Administration by College/area with approval clearly signed off by appropriate delegate attached to a copy of the letter sent to the student.
4. Enrolments staff drops any courses the student is enrolled in for the current session and subsequent sessions.
5. Tuition Calc is updated by Enrolments to adjust the student's fees.
6. Program is marked as VDIS (voluntarily discontinued) with a reason provided by the student on the form.
7. Paperwork is sent to Student Records.

Program Withdrawal Business Process