WITHDRAWAL AND/OR DEFERRAL PROCESS

Withdrawal and Deferral forms are available from Student Administration or your Program Advisor. Before you lodge these forms with Student Administration you must:

- fill out the withdrawal and/or deferral form fully and sign it;
- discuss the withdrawal/deferral with your Program Advisor and they must also sign the form
- lodge your form with Student Administration;
- any form that has not been correctly filled out and signed will not be processed;
- International students will be notified by email from the International Student Compliance Officer as to the outcome of the request.

ACADEMIC PENALTIES

Withdrawn subjects will incur the following academic penalties:

Until end of Week 4

No academic penalty and cancelled subjects will not appear on your official academic record.

Week 5 to end of Week 7

No academic penalty and cancelled subjects will appear on official academic record with a “W” grade.

Week 8 onwards

Academic penalty (ie failing grade for the subject). Cancelled subjects will appear on official academic record with a “WF” grade, which has a negative impact on your Grade Point Average (GPA). If extenuating circumstances exist, attach a statement of reasons and supporting documentation for consideration.

FINANCIAL PENALTIES

Changes to enrolment will incur the following financial penalties

Until end of Week 2 (9)

No penalty for additions, cancellation or substitutions of subjects.

Until end of Week 3 (10)

Withdrawing from a subject will incur a $250 penalty fee. The penalty fees cannot be deferred through FEE-HELP.

Until end of Week 4 (11)

Withdrawing from a subject will incur a $500 penalty fee. The penalty fees are not deferrable through FEE-HELP.

Week 5 onwards (12 onwards)

Withdrawing from a subject - no tuition credit (100% charge).

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

Once your withdrawal and/or deferral request has been processed you will receive an email from the International Student Compliance Officer and you will be reported to the Department of Immigration and Citizenship (DIAC) for cessation of studies. You will have 28 days from the date of this email to leave the country. If you plan on staying in the country for longer than 28 days after your withdrawal from Bond University you will need to contact DIAC and discuss visa options. You cannot stay in the country on your current student visa for more than the 28 days as you will be deemed unlawful and subject to detention and/or deportation.