



Discontinuation of Course

IMPORTANT

Please read the information overleaf and ensure you have completed sections A, B, C & D.

Return to the Student Centre

Mezzanine Level

Melbourne Law School

The University's privacy statement can be viewed at
<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

A Personal Details	
Student Id	Family name
Given name/s	
Address	
Postcode	
Email	Telephone
Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must make an appointment with a Melbourne Law School Student Adviser before submitting this form.	
B I wish to <i>(Please tick one of the boxes below)</i>	
<input type="checkbox"/> Discontinue my entire course	Course name
OR	
<input type="checkbox"/> Discontinue one component of my combined course and transfer to a single degree course	
Course name	Component to <i>discontinue</i>
C Date of Discontinuation	
<i>(Please read the IMPORTANT INFORMATION about critical dates on the back of this form)</i>	
<input type="checkbox"/> Immediately – please specify date ___/___/___	
<input type="checkbox"/> End of Semester 1, 2008 (ie 30 June 2008)	
<input type="checkbox"/> End of Semester 2, 2008 (ie 31 Dec 2008)	
D Reason for discontinuing your course	
<i>(Please tick one of the boxes below)</i>	
<input type="checkbox"/> AF Academic failure	<input type="checkbox"/> FI Financial
<input type="checkbox"/> DC Dissatisfied with course	<input type="checkbox"/> PE Personal
<input type="checkbox"/> DP Domestic Problems	<input type="checkbox"/> TP Transport Problems
<input type="checkbox"/> TW Transferring within UoM	<input type="checkbox"/> HE Health
<input type="checkbox"/> EP Employment Problems	<input type="checkbox"/> SD Study difficulties
<input type="checkbox"/> WE Work experience	<input type="checkbox"/> TO Transferring outside UoM
<input type="checkbox"/> OT Other – please specify _____	
Student signature	Date / /

Critical dates to consider when discontinuing your course

As shown below, the date on which your course is discontinued has an impact on the following:

- Your liability for CSP or course fees;
- The result recorded for subjects in which you were enrolled at the time your discontinuation takes effect

Dates for withdrawing from a subject are available on the Student Information System (SIS) website below:

<https://sis.unimelb.edu.au/section-2.html#s0>

Summer subjects and subjects of one to eleven weeks

Different withdrawal and refund rules apply to subjects taught in the summer semester and for subjects of less than twelve weeks duration. If this is relevant to your discontinuation of enrolment, please ask the Melbourne Law School Student Centre for information regarding these rules.

Application for Refund of Amenities and Services Fee and/or Course Fees

Please contact Student Administration (First floor, Raymond Priestley Building, Phone: 8344-4772) to see if you are eligible for a full or partial refund of course fees and/or Amenities and Services Fee.

Discontinuation from LLB

Students who have discontinued from their studies in the LLB are advised that re-admission to the LLB at a later date will not be possible as the final intake for the LLB was in semester 1, 2007. Students considering withdrawing from their studies are advised to make an appointment to see a course adviser in the Melbourne Law School Student Centre in the first instance.

Office use only

For all Students

- | | |
|---|---|
| <input type="checkbox"/> Subjects deleted or WD, as appropriate | <input type="checkbox"/> Course header for following year deleted, if appropriate |
| <input type="checkbox"/> DIS entered on Merlin | <input type="checkbox"/> Address checked/updated on Merlin |
| <input type="checkbox"/> Information sheet given to student | |

For combined students discontinuing one component of their course but remaining in a Melbourne Law School course:

- | | |
|---|--|
| <input type="checkbox"/> New course header created for the following year | <input type="checkbox"/> Credit transferred by |
| <input type="checkbox"/> Subjects transferred to new course header | <input type="checkbox"/> Expected completion date adjusted to reflect credit awarded |

For combined students discontinuing one component of their course and not remaining in a Melbourne Law School course:

- Form/file sent to other Faculty (if required). Name of Faculty _____

For international students who have changed their course code

- Completed all procedures as indicated at Academic Programs

Processed by: _____ Date ____ / ____ / ____