

Notification of Withdrawal/Refund Request Form (Subject)

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 Please note you will be immediately withdrawn from the subject/s online learning portal.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 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. If you have applied for FEE-HELP, no FEE-HELP debt will be incurred.

After the study period start and before the census date

The subject grade of Withdrawn No Penalty (WNP) will be awarded and a refund of fees will be provided back to the original payment method used. If you have applied for FEE-HELP, no FEE-HELP debt will be incurred.

Note: The refund can only be made to the same entity or individual who made the initial payment.

After the census date and prior to study period end date

A subject grade of Withdrawn Fail will be awarded, regardless of whether you sit or submit any assessment.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. Special circumstances may apply.

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

1. Personal information			
Kaplan student ID (if applicable):			
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
First name:		Last name:	
Email:		Date of birth:	
Telephone:	(W)	(H)	(M)
2. Subject Information			
Subject Name		Subject Number	
Study Period:		Year:	
Reason for withdrawing:			

- Student 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:	
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Return this form to Kaplan office via:

Mail	Kaplan Professional Level 12, 45 Clarence Street, Sydney NSW 2000	Email	Studentadvice@kaplan.edu.au
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APPLICATION ASSISTANCE

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