



Help guide **Course Withdrawal form**

Use this form to withdraw from your course of study. Do not use this form to withdraw from a subject.

Important information:

Before lodging this form please talk with an appropriate person about your intentions. Talking to someone will ensure that you have considered all of your options and enable you to make a decision that works for you, whilst keeping your options open to resume study here or elsewhere in the future.

Examples of appropriate people include your supervisors, Responsible Academic Officer, or a counsellor. If you have a disability or ongoing medical or mental health condition you could talk to an Accessibility Consultant and/or your Academic Liaison Officer. The Accessibility Service and Counselling unit can be contacted on 9514-1177 or Accessibility@uts.edu.au.

If you are an international student holding a Student Visa and your Withdrawal is processed, UTS will notify the Department of Home Affairs that you have withdrawn from your course. You must either apply for a new visa or leave Australia within 28 days. For more information contact [UTS International](#) or the [Department of Home Affairs](#) on 131881.

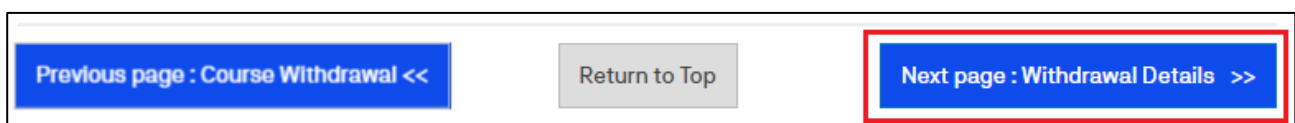
Notes before you begin:

- Your course withdrawal will be effective from the date your Responsible Academic Officer from your faculty, school or institute approves your withdrawal request.
- If you are enrolled in a coursework subjects in the current session, your course withdrawal request must be submitted before the coursework census date to not incur penalties.
- If you are not enrolled in a coursework subject in the current session, you course withdrawal request must be submitted one month prior to research census date to be processed for the current session.

See the Create a New Form and Filling Out a Form guides for setup instructions.

Personal Details

Check your personal and course details. Then click “Next page: Withdrawal Details”.





Withdrawal Details

There are a number of compulsory and optional fields for you to fill out:

Reason for withdrawing: *

 [1]

Optional document upload

No file
✕

or Drop a file here
 [2]

Additional comments regarding course withdrawal reason: *

[3]

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[1] Select your **Reason for withdrawing** from drop-down options in this field.

[2] An optional field for you to upload any documents you wish upload with your withdrawal request.

[3] The **additional comments** section is a free-text box for you to provide additional information regarding your reason for withdrawing. *Please note that this field is optional unless you have selected "Other reasons" like the example above.*

[4] Click "Next page: Student Declaration" to proceed to the next page of the form.



Student Declaration

Confirm your agreement with the student declarations [1] and [2]:

Student Declaration

In this section, you are required to submit the eForm.

I hereby give notice of my withdrawal from the course in which I am currently enrolled and understand that my withdrawal from the course will be effective from the date my Responsible Academic Officer from my faculty, school or Institute approves the withdrawal request. *

I confirm [1]

I have read the Essential Information on the [UTS course withdrawal website](#) and course withdrawal section of the [Graduate Research Candidature Management, Thesis Preparation and Submission Procedures](#) and declare that the information provided by me is correct and complete. *

I understand [2]

Then click “Next page: Request Summary”.

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Next page : Request Summary >>

Review your summary to make sure your details are correct, and then click “Submit Application” in the top-right corner:

Actions ⌵

Save

Submit Application

Delete Application

What happens next?

Your form will go through a series of approvals, starting with your faculty or school research officer and moving up through the faculty and various university bodies.

See “Managing existing forms (students)” help guide to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of “Returned” and the Workflow State as “[STU] Student Amendment”, follow the instructions under “Revising Returned Forms”.

		Status	↑	EWS	Date Submitted	Student ID	Full Name	Template Name	Workflow State
<input type="checkbox"/>	↗	Returned				m0264759	Mr Student TEST	Course Withdrawal v1	[STU] Student Amendment