



- This form is to be completed if you wish to permanently withdraw from a course and you do not intend to return to study.
- If you are seeking to defer/take leave from your studies, please complete an 'Application to Defer/Intermit Studies' form.
- If the College receives this form on or before the census date of your enrolled units, you will not receive any financial or academic penalty. However, if the College receives this form after the census date of your enrolled units, you will receive a Fail grade for the units and you will be liable for the tuition fees for your enrolled units.
- The College strongly encourages students to consult with a staff member before submitting this form, to discuss all possible options.

Personal Details

Student ID No.					Course	
First Name				Surname		
Personal Email Address					Contact No.	
<input type="checkbox"/> Please tick the box if you are on an Australian student visa .						
<input type="checkbox"/> Attached is my ACPE Student Identification Card. (You are required to return your ID card to finalise your discontinuation).						

Notification of Intent to Discontinue

I wish to discontinue my studies from the nominated course listed above, effective from:* _____/_____/_____

DD MM YYYY

***NOTE:** Specify (a) today's date if effective immediately or (b) a date after the end of the current semester if you intend to complete your current semester's studies.

Signature: Date:

REASONS FOR DISCONTINUATION

My reason/s for discontinuing my studies at ACPE are:

LODGEMENT OF FORM

In person: ACPE Student Services, Ground Floor, 10 Parkview Drive, Sydney Olympic Park
 Post: ACPE, Student Services, Locked Bag 2000, Concord West NSW 2138
 Email: Email a scanned PDF attachment to studentservices@acpe.edu.au

ACPE Office use only:

- Form received on or before census date. (No financial or academic penalties apply)
- Form received after census date. (Financial & academic penalties apply)
- Student sent acknowledgement Discontinuation recorded on Paradigm Relevant staff notified

Processed by: _____ Initials: _____ Date: _____