



Note: To be eligible for a partial refund (less the non-refundable portion), your withdrawal must comply with the terms of UCOL's refund policy and course(s)/qualification withdrawal timeframe as set out in the current UCOL Enrolment Guide.

**SECTION F - WITHDRAWAL FROM COURSE(S)/QUALIFICATION**

List below full details of the course(s)/qualification you are withdrawing from:

Name of course(s)/qualification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you completed any modules? Yes  No

Reason for withdrawal: \_\_\_\_\_

**UCOL USE ONLY**  
Programme Leader/Head of School Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please Note: There is a different refund policy for International Students. Please contact the UCOL Information Centre for further information

International Students: Your enrolment is subject to you providing a certified true copy to the UCOL Information Centre of your student visa, for the course(s)/qualification you transfer to.

**SECTION G - ENROLMENT INTO COURSE(S)/QUALIFICATION**

Name of course(s)/qualification transferring to:  
(Include speciality area if known)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACULTY OFFICE USE ONLY**  
Team: \_\_\_\_\_ Subject: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you expect to graduate this year? Yes  No

Reason for transfer: (If applicable) \_\_\_\_\_

Note 1 - If the fees for the course(s)/qualification you transfer to are higher than the fees for the course(s)/qualification you are enrolled in and if you are transferring within the relevant refund period in the required manner then you agree to pay the difference in the fees to UCOL.

Note 2 - If your withdrawal from the course(s)/qualification is not within the relevant refund period in the required manner, then you must pay the full fees for the course(s)/qualification you withdraw from, and you agree to pay the full fees for the course(s)/qualification you transfer to.

Your enrolment in the courses you transfer to is provisional on UCOL confirming in writing you meet any entry criteria.

**SECTION H - AGREEMENT**

Where I am transferring to other course(s)/qualification at UCOL or where I am changing (either by adding course(s)/qualification) or ceasing studying some of the course(s)/qualification I was previously enrolled in, then I agree:

- i) That the provisions of the UCOL Enrolment Guide and UCOL Application for Admission and Provisional Enrolment form continue to apply to me and that I am bound by that agreement except to the extent as expressly varied in this form.
- ii) That nothing in this form releases me from my agreement with UCOL as set out in the UCOL Enrolment Guide and the UCOL Application for Admission and Provisional Enrolment form.
- iii) That the date of withdrawal is deemed to be that date inserted by UCOL on this form being the date of receipt of this form completed and signed by me.

**SECTION I - DECLARATION**

I hereby declare that the information provided by me on this form is true and correct.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Programme Leaders Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**YOU HAVE NOW COMPLETED THIS FORM.**

**PLEASE RETURN THIS FORM TO US AT: UCOL, FREEPOST 460, PRIVATE BAG 11022, PALMERSTON NORTH.**

**WITHDRAW FROM COURSE(S)/QUALIFICATION**

**ENROLMENT INTO COURSE(S)/QUALIFICATION**