



- This form is to be completed if you are a new student who no longer wishes to proceed with your ACPE studies, or you are a continuing student who no longer wishes to return to your ACPE studies.
- If you are seeking to defer your course commencement start or wish to take leave from your current course, 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 an international student requiring 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
<p>I wish to discontinue my studies from the nominated course listed above, effective from: * <u> </u> / <u> </u> / <u> </u> <small>DD MM YYYY</small></p> <p>*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.</p> <p>Signature: Date:</p>

REASONS FOR DISCONTINUATION

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

LODGEMENT OF FORM
<p>In person: ACPE Student Services, Ground Floor, 10 Parkview Drive, Sydney Olympic Park</p> <p>Email: Email a scanned PDF attachment to studentservices@acpe.edu.au</p>
<p>ACPE Office use only:</p> <p> <input type="checkbox"/> Form received on or before census date. (No financial or academic penalties apply) <input type="checkbox"/> Form received <u>after</u> census date. (Financial & academic penalties apply) <input type="checkbox"/> Student sent acknowledgement <input type="checkbox"/> Discontinuation recorded on Paradigm <input type="checkbox"/> Relevant staff notified </p> <p>Processed by: _____ Initials: _____ Date: _____</p>