

# Withdrawal form (Singapore)

This form is intended for currently enrolled/ registered Curtin College students at Curtin Singapore who wish to withdraw from their program (discontinue their studies).

## Procedure

1. Read the [Enrolment Policy](#) and the [Enrolment Procedure](#), which are available on the Curtin College website (<https://www.curtincollege.edu.au/current-students/essential-information/policies-procedures-forms/>).
2. Complete this form.
3. Email the completed form to [academic@curtin.edu.sg](mailto:academic@curtin.edu.sg).
4. Your request will be assessed and you will receive a response within 10 working days of receipt of the request.
5. If you are satisfied with the outcome no further action is required. If you are dissatisfied with the outcome of your request, then please refer to the [Appeals Policy](#) and [Appeals Procedure](#) for further information.

<b>Student ID:</b>			
<b>Family name:</b>			
<b>Given names:</b>			
<b>Address:</b>			
<b>Date of Birth:</b>		<b>Phone:</b>	
<b>Program you wish to withdraw from:</b>			

Please tick the relevant box: **International on Student's Pass**  **Under 18 Years**

**Reason for Request:** Please describe your reason below. Attach additional information and evidence if required.

## Withdrawal Guidelines

- Students must withdraw before the census date for the study period. Withdrawal after the census will result in academic and financial penalties. The census date falls on the Friday of Week 4 of the study period.
- For international students on a Student's Pass, Curtin Singapore is required to notify the Singapore Immigration & Checkpoints Authority (ICA) upon confirmation of the withdrawal, and the Student's Pass will subsequently be cancelled. Students may be permitted to remain temporarily in Singapore under a Short-Term Visit Pass (STVP) and must leave Singapore on or before the permitted stay expiry date issued by ICA. Students are advised to check their immigration status directly with ICA and ensure full compliance with all applicable immigration requirements.
- Returning to study at Curtin Singapore in the future will require the submission of a [new application](#) for admission, subject to the prevailing entry requirements and approval.
- Academic and financial penalties may apply as outlined in the Curtin Singapore [Student Refund Policy](#) and [Enrolment Policy](#), effective from the date that this withdrawal is received by Curtin Singapore.

**Declaration** By signing this document, I declare that I have read and understood the guidelines above and have submitted the appropriate original supporting documentation.

I also confirm that I have read and understand the [Enrolment Policy](#) and the [Enrolment Procedure](#).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_