



REQUEST FOR DISCONTINUATION

Guidelines

1. This form is for students who wish to withdraw from their studies entirely. To defer your studies for a semester/term please complete a *Request to Defer* form available at the Administration Office.
2. Request for discontinuation should be lodged prior to the relevant census dates for the semester/term. There are deadlines for withdrawing units of study with or without penalty. Please refer to SITCM's Academic Calendar <https://www.sitcm.edu.au/calendar/> for the various dates.
3. After cancellation of course enrolment, students who wish to resume study at a later date must apply, in the usual manner, for admission to the course.
4. You will need to attend a meeting with SITCM staff prior to the cancellation of your course enrolment.
5. Please return this form by email: administration@sitcm.edu.au or in person: Administration Office.

Important Advice for Student Visa Holders

- **Department of Home Affairs Notification of Course Discontinuation:** Under Commonwealth legislation, SITCM is required to notify the Department of Home Affairs of changes to the enrolment of Student Visa holders. Discontinuation of studies will in most cases lead to the cancellation of your student visa, and you will be required to depart Australia, or transfer to another visa type.

Personal Details

Name:

Student ID:

Are you an international student? Yes No

Course you applied for / are currently enrolled in:

Bachelor of Traditional Chinese Medicine (BTCM)

HLT52015 Diploma of Remedial Massage

HLT42015 Certificate IV in Massage Therapy

HLT52115 Diploma of TCM Remedial Massage

Discontinuation Details

I am discontinuing my studies commencing from: **Semester/Term** _____ **Year** _____ because of

Work commitments

Quality of student administrative services

Financial difficulties

Quality of student support services (e.g. counselling, disability support services)

Family

Health related issue

Timetable made it difficult to attend classes

The course was not what I expected

Travelling to classes was too difficult

Quality of teaching

Adequate classrooms and learning spaces

Quality of feedback on my progress

Lack of fit with other students

