

Client Services

How to withdraw from a unit

This is a guide to assist you with how to withdraw from a unit/s at Southern Cross University.

First Steps

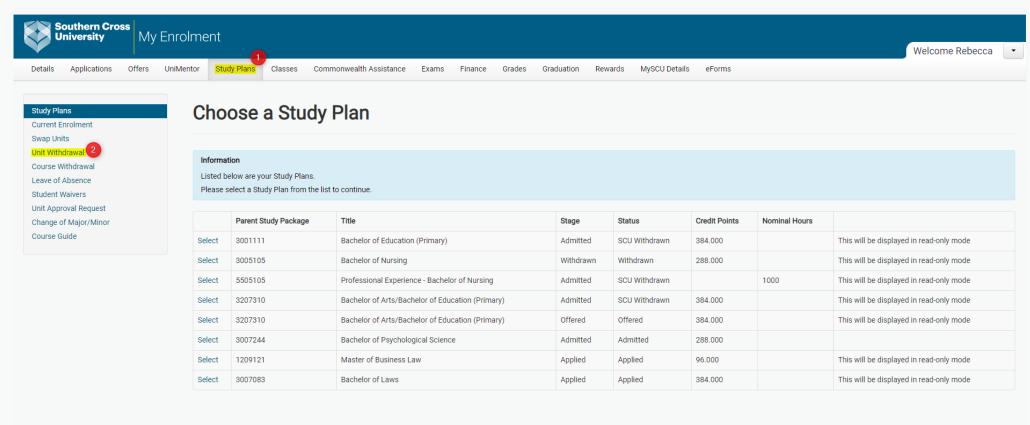
It is important to consider the financial and academic implications of withdrawing. If you withdraw from your unit after the <u>Census Date</u>, you will receive a grade of *Withdraw Fail* and be financially liable for the cost of the unit.

If you are an International student it is recommended that you consult your International Student Adviser prior to withdrawing as it may affect your visa.

Please ensure you are aware of the teaching period key dates prior to withdrawing from your unit.

Study Plans

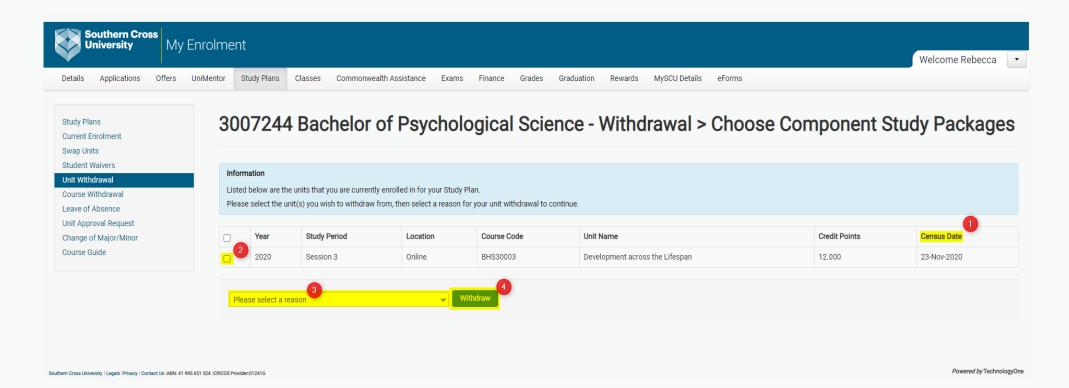
3. Navigate to the Study Plans tab, click on *Unit Withdrawal* on the left-hand side menu.



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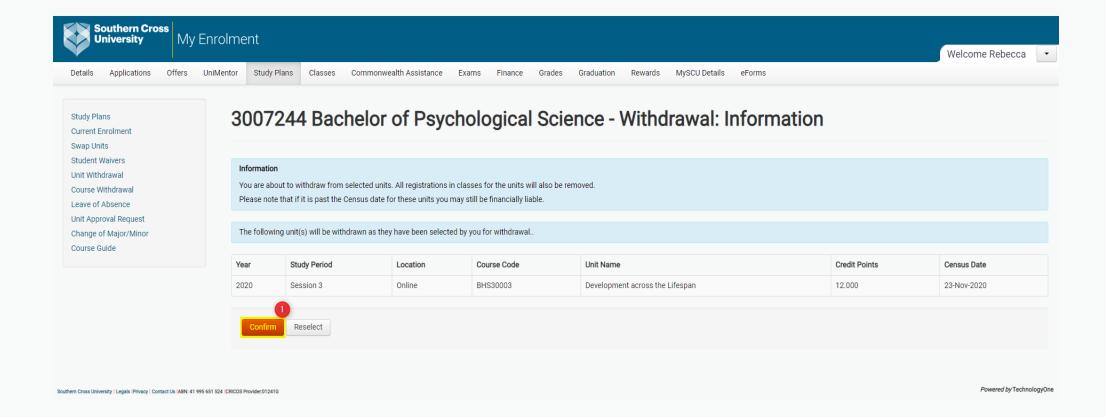
Note: It is important that you are aware of the <u>Census date</u> ** on this screen. If you withdraw after Census Date you will be financially liable for the cost of the unit/s and you will receive a <u>withdraw fail</u> grade for the unit.

4. Select the checkbox for the unit that you wish to withdraw from. Select a reason and click on withdraw.

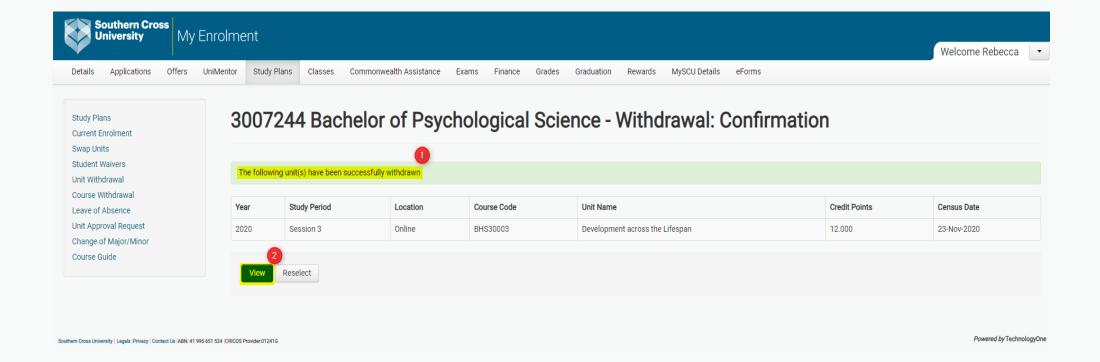


5. Review the Information panel and your selection and click Confirm.

If you need to make adjustments click Reselect.



6. You will receive the confirmation message 'The following unit(s) have been successfully withdrawn'. Select View if you wish to view your Current Enrolment.



What happens after I withdraw from a unit?

- If you have withdrawn from a unit at Southern Cross University it is a good idea to consult your Course Progression* to plan out your future study. If you need assistance with this you can contact your Client Services team.
- If you have withdrawn from your unit/s and are intending on taking some time off from studies it is recommended that you take a <u>Leave of Absence</u>.
- If you withdraw from a unit on or before the relevant Census Date you will have your enrolment in that unit deleted from your academic record.
- When you withdraw from a unit after the relevant **Census Date** you will have a grade of *Withdrawn Fail* for that unit recorded on your academic record. You may be eligible to apply for a <u>refund or remission of fees</u> due to special circumstances.
- It is recommended that you become familiar with the <u>Key Dates</u> for the current year.

Important notes...

- *The <u>Course Progression</u> is a suggested enrolment pattern. If you follow the suggested enrolment pattern you will complete the foundation units before you complete the advanced units and you will not run into any requisite knowledge issues or timetable problems. If you are unable to follow your Course Progression we recommend you contact the <u>Client Services</u> team to discuss the best path for you.
- ** The <u>Census Date</u> is the date on which a student's enrolment is taken to be finalised. If you are enrolled after Census Date you will be financially liable for tuition fees. If you've deferred your fees to the government via one of the HELP schemes, Census Date is when your enrolment is reported to the government. Key Domestic and International dates may differ.



Client Services

Having trouble?

Contact us!



scu.edu.au/current-students/student-administration/



