

FACULTY OF HEALTH SCIENCES - DISCONTINUATION OF CANDIDATURE INFORMATION SHEET

General Information:

Discontinuation of studies refers to the formal abandonment of a course of study after enrolment. Students who abandon their course after enrolment and neglect to formally discontinue will be deemed to have failed all units in which they are enrolled and will be ineligible for any refund of fees.

Lodging your application

- Applications may be lodged **in person** at Student Central or **posted** to the address at the top of this form.
- Do not lodge applications with course staff.
- Inadequately documented applications will not be accepted or processed.
- Faxed applications are not accepted.

Discontinuation of candidature before census date (Local students):

If a student applies for discontinuation of candidature prior to census date (31st March for Semester 1; 31st August for Semester 2), then the units do not appear on the academic transcript and do not incur HECS or fee liability.

Discontinuation of candidature after census date (Local students):

HECS, HECS-HELP, FEE-HELP, and Local Fee Paying students

- If a student applies for discontinuation of candidature after the census date (31 March for Semester 1; 31 August for Semester 2), they will incur Higher Education Contribution or course fees liability for the semester and will expend a portion of their Student Learning Entitlement.
- Students are not entitled to any refunds if they have paid HECS or course fees upfront except under special circumstances.
- For University policy regarding academic results due to discontinuation of candidature after the census date, please refer to the faculty handbook at:
http://sydney.edu.au/health_sciences/current_students/admin/examination_assessments.shtml#_Common_result_grades

Discontinuation of candidature (International students)

- If a student applies for discontinuation of candidature prior to census date (31st March for Semester 1; 31st August for Semester 2), then the units do not appear on the academic transcript.
- Where a student, after enrolment, but *before commencement of the teaching period*, gives written notification about their inability to undertake the course, the tuition fees paid for the semester are refundable less an administrative fee of 10%; *after the commencement of the teaching period but before the census date*, only 50% of the fees for that semester are refundable; *after the census date* (31 March for Semester 1; 31 August for Semester 2), they are not eligible for a refund. For information about refunds, please refer to International student refund policy at:
www.usyd.edu.au/future_students/international_undergraduate/costs_scholarships/fees/refund_policy.shtml
- For University policy regarding academic results due to discontinuation of candidature after the census date, please refer to the faculty handbook at:
http://sydney.edu.au/health_sciences/current_students/admin/examination_assessments.shtml#_Common_result_grades
- If the application for discontinuation of candidature is approved, the Department of Immigration and Citizenship (DIAC) will be notified of the approval. The eCOE will be cancelled and therefore students will be required to contact DIAC about the validity of their student visa.

Recommendation of Candidature

Students who discontinue or abandon a course lose their status as registered students of the University. Any subsequent application for re-admission to the course from which they discontinued must be lodged by the advertised closing date, in accordance with the usual procedures for the course. Such an application will be considered with all other applications received that year for that course. Please note that courses offered by the Faculty are reviewed periodically and we cannot therefore guarantee the future availability of a particular course.

DISCONTINUATION OF CANDIDATURE – FACULTY OF HEALTH SCIENCES

Refer to Discontinuation of Candidature information sheet for related information
Lodge this form with Student Central

SID											
Course Name										Course Code	
Title	Family Name					Given Name					
University Email										Mobile	
Postal Address										State	Post Code

Please tick if applicable: I am an International student

Discontinuation: From beginning of Semester 1 Semester 2 20__

From following date _____ (if not completing current semester)

Reason for discontinuation of candidature: (Please attach relevant supporting documents if applicable)

Declaration:

1. I have read and understood the Discontinuation of Candidature information.
2. The information supplied on this form is correct and complete.
3. I authorise the Faculty of Health Sciences to obtain further information with respect to my application.

Applicant's signature: _____ Date: _____

Internal use only

Comments (if any):

Student Central:

Student record updated by: _____ Date: _____