

The School of Behavioural Science
Department of Psychology

Cancellation of Enrolment Form
Postgraduate Diploma in Psychology and Graduate Diploma in Psychology

Please read the back of this form for important information regarding Leave of Absence and Discontinuation from the course before completing this form.

Name: _____ Student ID:

Contact Number: _____

Course: Postgraduate Diploma in Psychology
 Graduate Diploma in Psychology

Leave of Absence

I wish to apply for Leave of Absence from ___/___/___ to ___/___/___ .

Reason/s

Discontinuation

I wish to discontinue my enrolment in the above course as from ___/___/___.

Signature of Student: _____ Date: ___/___/___

A revised enrolment record will be sent to you once the changes have been actioned. Please contact Student Administration for any queries regarding any fee refund.

Office Use Only:

Approved: Yes No Initials: _____ Date: ___/___/___

Merlin: Yes No Initials: _____ Enrol. Record: Yes Date: ___/___/___

Important Notes:

Leave of Absence from your studies can be sought in the event of health, financial, personal or employment reasons (or any other good reason). The Department can grant up to 12 months leave if a student has good reason to be absent from studies and if academic performance is of a standard sufficient to warrant a place in the course being reserved. Leave is granted on the condition that students undertake to inform the Department of their intentions to resume their course, one month before the end of the period of leave granted. Failure to do this is interpreted as termination of the course.

You must make subject changes within certain time limits to avoid any penalty to your HECS/fee or academic record. Please refer to the current The University of Melbourne, Undergraduate Studies Handbook and Student Diary before you complete this form. Graduate Diploma in Psychology students should consult Student Administration about the arrangements relating to the payment of student fees/refunds. A copy of 'Arrangements relating to the payment of student fees' can also be obtained from Student Administration.

Should you be applying for Leave of Absence please have in mind the course structure of the Psychology major (eg. pre-requisites and semester that a subject is offered). Also, should you not complete the course in the allocated time, you may be up for any changes in the course fee.