

VET Leave Absence or Withdraw Request Form

(휴학 및 자퇴 신청서)

Please complete this form and return to The Korean Campus Office, PO Box 337, Parramatta NSW 2124 or email at bora.kwon@ac.edu.au or fax at +61 2 8893 9099.

Student Name _____ Student Id No. _____

I am enrolled in the following program (tick):

- ☐ 준학사 과정 ☐ Cer IV in Ministry / ☐ Diploma of Ministry / ☐ Advanced Diploma of Ministry
☐ Cer IV in Music / ☐ Diploma of Music
☐ Diploma of Counselling / ☐ Graduate Diploma of Relationship Counselling

I hereby request permission to vary my enrolment as follows:

☐ I wish to defer commencement of my studies until / / (휴학 신청)

☐ I wish to withdraw from the course indicated below. (자퇴 신청)

My reasons for requesting this are:

Signature of Student	Date
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Changing Study Programs and Courses (학과정 변경-개별 상담 문의 바람): Students wanting to change their Program (e.g., from VET to BTH or vice versa) or to change their enrolment in a specific subject after their initial nomination should request an appointment with the program administration or Program Director before completing the necessary paperwork. The completed variation of enrolment form can be acquired from and returned to the Administrator. No changes can be made after the 14- day period.

Change of subjects (수강 과목 변경은 개학 후 2 주안에만 가능): 수강 변경 신청은 개강 후 2 주내에 접수시 처리 되며 2 주 후 부터 처리 불가
 No student can commence classes unless tuition fees are paid. If, after 14 days of the commencement of the semester, a student's tuition fees are not paid, not requested FEE-HELP or the student has not any arrangements with the College, then the student will be suspended from attending class. Students who are unable to pay tuition fees should contact the Registrar to discuss the situation.

Withdrawal (자퇴 및 휴학- 개별 상담 문의 바람): 학비 환불은 사무실에 문의 바람. Withdrawing from a program unit prior to the census date for that semester is permitted without affecting the student's transcript. Students who withdraw from a subject after census date will receive a fail grade ('N') on their transcript and no refund will be paid.

문의하신 변경 신청서의 행정 처리 기간은 5 일-7 일로 예상되며 상황에 따라 지연 될 수 있습니다.

Approved by _____ Date	Processed by _____ Date
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