

Student, Deferment, Suspension or Withdrawal Application Form

1. PRIVACY DISCLOSURE STATEMENT

Polytechnic Institute Australia is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002. The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education, Skills and Employment (DESE) or the Department of Home Affairs (DHA) pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Polytechnic Institute Australia holds about you. See Polytechnic Institute Australia *Privacy and Personal Information Policy and Procedure* for details, which can be accessed at <https://docs.pia.edu.au/documents.html>

2. PERSONAL DETAILS

PLEASE USE CAPITAL LETTERS

Family name (as shown on your passport): Feng

First name (as shown on your passport): Xueying

Student ID number: 20251059

Date of birth: 02/07/1997

Email address: Job70038@gmail.com

Type of withdrawal: ☒ Withdrawal ☐ Deferment ☐ Suspension

Refer to the *Student Deferment, Suspension and Cancellation of Study Policy and Procedure* for definitions.

3. REASON FOR REQUEST

Please provide in detail a reason or reasons for requesting a course withdrawal, deferment or suspension, and attach supporting documents.

Unfair assessment practices and lack of opportunities for academic improvement have led me to withdraw from this course and not continue next semester.

4. STUDENT DECLARATION

I have read and understood the information on this form. The information I have provided is true and correct. I have provided the following required information (please tick boxes):

- ☒ Detailed reason (s) for requesting Withdrawal, Deferment or Suspension
- ☒ Supporting documents

Signature:

Date: 26 July



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5. Send your completed application to:

Polytechnic Institute Australia

Level 16, 233 Castlereagh Street

Sydney, NSW 2000

Ph: 02 8319 8202

Or email: admissions@pia.edu.au

OFFICE USE ONLY

Outcome: ☐ Approved ☐ Not approved

From date:

Confirmation of withdrawal date sent:

Comments (if applicable):

Student Services and Administration Officer Signature:

Date: