

Complete this form if you're currently enrolled in a degree and you want to discontinue your studies.

Before you submit your form, be aware of the following:

- If you intend to take a break from your studies lasting more than two study terms, you can apply for a leave of absence. There's no need to discontinue your degree.
- If you submit this form after census date, you'll be liable for financial and/or academic penalties. Contact our administration team for details: admin@open.edu.au.

To discuss alternative study options, contact a student advisor on 13 OPEN (13 6736).

Submitting your application

Send your form and supporting documentation to:

Email admin@open.edu.au

Fax +61 9498 1100

Section 1: personal details

OUA ID:

Student ID:

Title: [Mr](#) [Mrs](#) [Ms](#) [Miss](#) [Dr](#)

If your present name is different from that appearing on the transcript of your exam results, attach certified* legal documentation, for example, marriage certificate.

* A certified copy is a document copy bearing the recognised mark of a Justice of the Peace, Commissioner of Oaths or Declarations public notary, solicitor, medical practitioner, pharmacist, accountant, school principal or minister of religion.

First name:

Family Name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Section 2: degree details

University:

Degree name:

Tick this box if you would like to withdraw from all current and future subjects immediately.

Discontinue degree from:

D	D	M	M	Y	Y	Y	Y
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Tick this box if you would like to discontinue your degree, but continue studying your current subject/s until the end of the study term.

Discontinue current subjects from:

D	D	M	M	Y	Y	Y	Y
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Section 3: reason for discontinuing

Family commitments

Overseas study

Illness

Travel

Financial

Work commitments

Bereavement

Personal

Other (please specify):

Applicant's signature:

Date:

D	D	M	M	Y	Y	Y	Y
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