WITHDRAWAL FROM HEADSTART PROGRAM

IMPORTANT INFORMATION

• To formally withdraw from the Headstart program, you are required to discuss your decision with your school Headstart Coordinator and obtain their signed approval to withdraw.
• All sections of the form are to be completed and sign the student declaration.
• Lodged the completed form to Student Central.

1. PERSONAL INFORMATION

Family name: ____________________________  Given name: ____________________________

USC student ID number

Contact telephone number: ____________________________  Email address: ____________________________

2. REASON FOR WITHDRAWAL

☐ Unable to attend lecture / tutorial class
☐ Clash with school commitments
☐ Difficulty understanding and/or keeping up with workload
☐ Grief or bereavement
☐ Health reasons
☐ Other – please explain: ____________________________

Identify the person(s) that may assist you to resolve your situation:

☐ Course Coordinator / Lecture / Tutor
☐ Academic Skills Advisor
☐ Student Counsellor / Disability Service Officer
☐ Headstart Support Staff Member
☐ Parent
☐ Other ____________________________

Have you contacted that person?
☐ Yes  ☐ No

3. SCHOOL HEADSTART COORDINATOR DECLARATION

I am satisfied that this student has taken the appropriate course of action to resolve the issue(s) affecting his/her USC Headstart study and support this decision to withdraw from Headstart program.

School Headstart Coordinator signature: ____________________________  Date: ____________________________

4. STUDENT DECLARATION

I have taken the necessary course of action to resolve the issue, I have met with my school Headstart Coordinator to inform of my decision and I advise that I am withdrawing from my Headstart program.

Student signature: ____________________________  Date: ____________________________

Hard copies of this document are considered uncontrolled please refer to USC website or Portal for latest Version

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WITHDRAWAL FROM HEADSTART PROGRAM

PRIVACY STATEMENT

The University of the Sunshine Coast collects stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consults the University’s Privacy plan at: http://www.usc.edu.au/privacypolicy

FURTHER INFORMATION

http://www.usc.edu.au/study/courses-and-programs/headstart-program-year-11-and-12-students/headstart-student-faqs

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LODGERMENT

<table>
<thead>
<tr>
<th>In person:</th>
<th>Student Central, Ground floor, Building C Sippy Downs Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail:</td>
<td>Student Administration – ML23 University of the Sunshine Coast Maroochydore DC QLD 4558 AUSTRALIA</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:information@usc.edu.au">information@usc.edu.au</a></td>
</tr>
</tbody>
</table>

ENQUIRIES

<table>
<thead>
<tr>
<th>In person:</th>
<th>Headstart Support Office Ground floor, Building E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:headstartsupport@usc.edu.au">headstartsupport@usc.edu.au</a></td>
</tr>
<tr>
<td>Tel:</td>
<td>+ 61 7 5459 4457</td>
</tr>
</tbody>
</table>

STUDENT ADMINISTRATION USE ONLY

☐ Request actioned  Staff name:___________________________  Date: _______________________

DATE STAMP

Date received at Student Administration