

PROGRAM DISCONTINUATION REQUEST

INSTRUCTIONS

This form is to be used when applying for program discontinuation for UNSW Bengaluru students.

Read the guidelines and advice below carefully:

- Complete all required details below
- Read and sign the declaration in Section 4A
- For students under 18 years old, nominated Parent/Guardian to read and sign declaration in Section 4B.
- Return completed form via student or nominated Parent/Guardian email to bengalurstudenthub@unsw.edu.au

Incomplete applications for program discontinuation cannot be accepted.

Parent/Guardian for students under 18 may be contacted for request verification.

GUIDELINES

IMPORTANT INFORMATION

- Please note that students who have enrolled and commenced attending classes are required to clear all outstanding obligations to the University before their discontinuation request can be approved. This includes the return of any library materials (such as borrowed books), the surrender of any University-issued ID or access cards (where applicable), and the settlement of any outstanding fees or other financial liabilities owed to the University. The discontinuation process will only be finalized once all such obligations have been satisfactorily fulfilled.

PROGRAM DISCONTINUATION (Section 3)

- **Request for discontinuation should be lodged prior to the relevant census date for the term to avoid financial liability for course tuition fees.**
- Please note that discontinuation will take effect immediately upon submission of this request. If you intend to discontinue at a later date, during or following the Semester, please wait and submit your request at that time. Request for Program Discontinuation will be processed with an effective date of the date of submission of the request and will be effective immediately.
- Please note that if you have submitted this request for Discontinuation AFTER the last day of the teaching period or semester, whatever results you obtain in your courses in the relevant teaching period will remain on your record.
- After cancellation of program enrolment, students who wish to resume study at a later date must apply, in the usual manner, for admission to the program
- Mode of Refund: Eligible refunds will be processed within 15 working days of the submission of the claim. All refunds shall be made directly to the bank account from which payment was originally made. No refunds will be issued in cash. Refunds shall be processed only after the student submits a duly signed Program Discontinuation request along with necessary documentation, if applicable. All refunds under Schedule 1 are to be in INR unless otherwise arranged.

IMPORTANT ADVICE FOR STUDENTS UNDER 18

- This form must be signed and delivered from the nominated Parent/Guardian e-mail recorded with UNSW Bengaluru and verification of the request will be made directly with the Parent/Guardian.

SECTION 1: PERSONAL DETAILS

Student ID:	Date of Birth:
Family Name:	Given Name(s):
Personal Email (UNSW Student email will be deactivated upon Program Discontinuation processing):	
Contact phone number:	

SECTION 2: PROGRAM DETAILS

Program Name:	Program Code:
Current Year of Study (i.e. 1 st , 3 rd):	Current Semester:

SECTION 3: PROGRAM DISCONTINUATION

I no longer wish to be enrolled at UNSW Bengaluru for the following reason(s):

Please cancel my enrolment. I am aware that I will have to re-apply for admission in competition with all other applicants if I decide to continue study at a later date.

Please note that once your request is processed, access to your Student Email account **will cease immediately**. You should read the [University Fee Policy](#) to understand any fee liability implications.

SECTION 4A: STUDENT DECLARATION

I have read and understood the guidelines and advice on this application form. I certify that all information provided is true, complete, and correct to the best of my knowledge.

I declare that, to the best of my knowledge, I do not have any outstanding fees, fines, debts, borrowed materials, or other obligations owing to the University. I acknowledge that the University will undertake internal verification checks following submission of this request. Where outstanding obligations are identified, the processing of my discontinuation request may be delayed until these matters have been resolved. I understand that any applicable academic outcomes, financial implications, refund eligibility, and administrative restrictions will be determined in accordance with University policies.

I consent to UNSW contacting me regarding my experience at UNSW and acknowledge that the University may, where appropriate, advise the relevant Indian government authority of the outcome of this application. In signing this form, I understand that my personal information will be collected, used, stored, and disclosed in accordance with the **Privacy and Personal Information Protection Act 1998 (NSW), Australia**, and, where applicable, the **Digital Personal Data Protection Act, 2023 (India)**. I further understand that my personal information will be protected and processed in compliance with the requirements of these applicable privacy and data protection laws.

Student Signature: _____

Date: _____

*Application forms not signed by the **student** will not be accepted.*

SECTION 4B: UNDER 18 PARENT/GUARDIAN ENDORSEMENT

I have read and understood the guidelines and advice on this application form. I certify that all information provided is true, complete, and correct to the best of my knowledge.

I declare that, to the best of my knowledge, I do not have any outstanding fees, fines, debts, borrowed materials, or other obligations owing to the University. I acknowledge that the University will undertake internal verification checks following submission of this request. Where outstanding obligations are identified, the processing of my discontinuation request may be delayed until these matters have been resolved. I understand that any applicable academic outcomes, financial implications, refund eligibility, and administrative restrictions will be determined in accordance with University policies.

I consent to UNSW contacting me regarding my experience at UNSW and acknowledge that the University may, where appropriate, advise the relevant Indian government authority of the outcome of this application. In signing this form, I understand that my personal information will be collected, used, stored, and disclosed in accordance with the **Privacy and Personal Information Protection Act 1998 (NSW), Australia**, and, where applicable, the **Digital Personal Data Protection Act, 2023 (India)**. I further understand that my personal information will be protected and processed in compliance with the requirements of these applicable privacy and data protection laws.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

Date: _____

*Application forms for student under 18 not signed by the **Parent/Guardian** will not be accepted.*