

PART III REQUEST FOR WITHDRAWAL FROM A COURSE

Introduction

From time to time students enrolled in Part III subjects will need to withdraw from the course they are enrolled in for various reasons.

The Actuaries Institute recognises this and to ensure that records are correct and that student withdrawals are official and accepted, all students intending to withdraw must complete and submit the appropriate form to the Actuaries Institute.

Before a student submits a withdrawal form to the Actuaries Institute, they are advised to discuss their situation and intention to withdraw with appropriate persons in their work, home or other environments, if deemed to be appropriate and of assistance to their decision.

Please note that this policy only applies to the courses directly examined by the Actuaries Institute. Therefore, students sitting the C7A ERM course, this withdrawal policy will only apply to the 2 day ERM workshop. Should you wish to withdraw from/not sit the ST9 exam you are bound by the UK exam refund policy.

<http://www.actuaries.org.uk/sites/all/files/documents/pdf/exam-refund-post.pdf>

Procedure

To withdraw from a Course, students are required to submit the "Application for Withdrawal of Course" form which is included in this policy, or is also available from the Actuaries Institute's web site, to the Education Administrative Assistant.

Once the form has been submitted the student will be notified via email that their form has been received and accepted. If there is a refund they will also be informed of the amount of refund.

Refund of Part III course fees

- ▶ Students are entitled to a full or partial refund of their course fees provided they submit their withdrawal form to the Actuaries Institute by the dates listed on the withdrawal form below. Applications received after the due dates will not be considered for a full or partial refund unless special circumstances are presented with clear medical documentation.
- ▶ **Refunds made by credit card/EFT** can take up to 4 weeks. If your employer paid for your course fee on a company card, your refund must be paid onto the same credit card.

Credit of Part III course fees

- ▶ Students who withdraw from courses will be entitled to a 50% credit of their course fees (this does not include hardcopies of the course material, postage or textbooks). Please check below for eligible dates. This credit must be used within two years, and can only be used on a Part III course fee.



Application for Withdrawal of Course

Name	Member ID	Candidate No.
Address		
Email	Phone	

I wish to apply for the **DISCONTINUATION** of the following course(s)

My reasons for this are outlined below:

Candidate Signature **Date**

2012 Semester 1 - Starting Date: 9 January		
Lodgment Date Semester One	Refund	Credit
Before or on 8 January (all courses)	100%	N/A
9 January – 13 February *Students withdrawing from C7A ERM between 9 Jan-13 Feb will receive this refund for the 2 day ERM workshop only.	70%	N/A
Before 20 February (C7A course- ST9 exam only)	100%	N/A
14 February– 23 March (all courses except C7A)	N/A	50%
Students withdrawing from C7A ERM between 14-20 Feb will receive credit for the 2 day ERM workshop 1 only.	N/A	50%
After or on 24 March (all courses except C7A)	NIL	N/A
*After or on 30th January 2012 (C7A course- ST9 exam ONLY)	NIL	N/A

*** Students withdrawing from C7A ERM from the 21st February will have to apply directly to UK for ST9 exam refund.**

If you are entitled to a refund please fill in your Refund Payment Details. Only the **Course Fee** (this does not include hardcopies of the course material, postage or textbooks) will be refunded. The time it takes for you to receive your refund will depend on your preferred method of refund.

REFUND PAYMENT DETAILS	
Please indicate method of refund. Cash refunds are not available.	
EFT <input type="checkbox"/> Bank Name _____	Account Name _____
Account Number _____	BSB Number _____
CARD <input type="checkbox"/> AMEX <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/>	
_____/_____/_____/_____	
Expiry date ____/____	Amount \$ _____
Cardholder's name (please print) _____	Signature _____

Return to:

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Sydney, NSW, 2000

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