



**OFFICIAL USE: (Approved / Rejected)**

Date:

Name:

Signature:

**UNIVERSITY OF CANBERRA - BACHELOR OF BUSINESS ADMINISTRATION**

**CHANGE / WITHDRAWAL OF SUBJECT(S) REQUEST FORM**

Name: \_\_\_\_\_

Student No: \_\_\_\_\_

Subject(s) Allocated for Term \_\_\_\_\_

<u>Subject Code</u>	<u>Subject Name</u>

Request for:- (please tick accordingly)

**Withdrawal of subject:**

<u>Subject to Withdraw</u>	<u>Subject Code</u>	<u>Reason for Withdrawal</u>

**Change of subject:**

<u>Subject(s) requesting to take for Term</u>	<u>Subject Code</u>
<u>Reason for change of Subject(s):</u>	

I hereby submit the above request for your approval:-

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Official Reply/Confirmation**

Dear \_\_\_\_\_,  
(Name of Student)

Please be informed that your request for:-

Change of Subject(s) to: \_\_\_\_\_

Withdrawal of Subject(s) for: \_\_\_\_\_

has been approved/ rejected. Thank you.

\_\_\_\_\_  
Signature/ Official Stamp

\_\_\_\_\_  
Date