

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 ERM workshop. Should you wish to withdraw from/not sit the ST9 or ST1 exam please note the dates in the second table below as they differ from the courses directly examined by the Actuaries Institute.

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 website, to the Education Team.

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.



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
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2017 Semester 1 - Starting Date: 10 January 2017 ACTUARIES INSTITUTE DEVELOPED COURSES (2A, 2B, 3A, 3B, 5B, 6A, C10, ERM Workshop)	
Lodgment Date	Refund
Before or on 10 January 2017	100%
11 January – 8 February	70%
9 February – 9 March	50%
On or after 10 March	No refund

2017 Semester 1 - Starting Date: 10 January 2017 UK INSTITUTE & FACULTY OF ACTUARIES DEVELOPED COURSES (ST1 & ST9 exams)	
Lodgment Date	Refund
Before or on 16 January (ST exams)	100%
17 January - 17 February 17:00 AEST (ST exams)	50%
On or after 18 February 2017	No 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 below.	
*Please note partial refunds will require EFT details. Cash refunds are not available.	
EFT	Bank Name _____ Account Name _____ Account Number _____ BSB Number _____
CARD	AMEX MASTERCARD VISA _____/_____/_____/_____ Expiry date ____/____ Amount \$ _____ Cardholder's name (please print) _____ Signature _____

Return to:
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 f +61 9239 6170
 e education@actuaries.asn.au

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