

# Student Application for Withdrawal from Course Form

F-2.9\_v2



## Section A Student's personal details

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Daytime or Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

College: \_\_\_\_\_ Course Name (s): \_\_\_\_\_

Section B Reason (s) for withdrawal from course – provide relevant supporting documentation (e.g. new visa, flight ticket, etc.)

## Section C Date of withdrawal

I want to withdraw on \_\_\_\_\_ This must be today's date or a future date.

*Note: At least one full term's notice in writing is required of a student's intention to withdraw from a course. If less than one term's notice is given, in addition to the student receiving no refund of the course fees they have already paid, the student has an obligation to pay the following term's fees in lieu of the required notice. No final documents will be issued until all outstanding fees are settled. Information on withdrawal and refund are available on Student Handbook. Student Handbook is available via <http://www.academies.edu.au/pdf/2.0%20Student%20Handbook-VET.pdf>*

## Section D Student declaration

I declare that the information provided on this form is true and complete and it is my responsibility to provide all necessary documentation to support my request for withdrawal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For students under the age of 18

Name of Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

**Unsigned applications or applications without the required supporting documentation will not be processed.**

### OFFICE USE ONLY

Withdrawal Approved

Withdrawal Not approved

Cancel CoE

Date: \_\_\_\_\_ Authorised Signature \_\_\_\_\_