

Course Withdrawal Form

Instructions: Students are required to fill and submit this form to the Student Administration if they wish to withdraw from the course.

Personal Details

Student ID: _____

Given Name: _____

Family Name: _____

Home Address

Address: _____ Postcode: _____

Contact Details

Home Ph: _____ Mobile: _____ Email: _____

Withdrawing Course(s) Details

Course(s): _____

Reason for withdrawing the course(s)

For International Students Only

- I am applying for a letter of release.
- I have attached a letter of offer from my new provider and other supporting documents.
- I understand that withdrawing from my enrolment will result in cancellation of my COE and this may affect my student visa.
- I understand that if I am not issued with a letter of release, cancellation of COE cannot be treated as a letter of release.

Student Signature: _____

Date: _____

Office Use Only

Date received: _____

Received By: _____

Request Approved: Yes No

Date Processed: _____

Correspondence sent to Student: Yes No

If Yes, Date sent: _____

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Managed By: VET Coordinator	Authorized By: CEO		Page 1