

## 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: \_\_\_\_\_

Course Withdrawal Form	Version: 16.0	Issue Date: 10 July 2024	Review Date: 01 July 2025
Managed By: VET Coordinator	Authorized By: CEO		Page 1