

Withdrawal form

Important Instructions

- ✓ The form is submitted to the Administration Department for approval.
- ✓ Outcome will be notified to you within 10 working days from the date of receipt of complete application
- ✓ You should read the policy carefully to establish your eligibility for this form
- ✓ If you change your address during the period of withdrawal please contact us to ensure your address details are updated for future correspondence
- ✓ Before your application will be considered, you must complete all the sections below and attached the documents, relevant to your application

Personal Details

Family Name:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Name:		Date of Birth:	
Address:			Post Code:
Student ID No:	Group:	Mobile:	
Email:			
Course:			

Please tick the appropriate reason

- Financial Problem
 Unable to cope with the course taught
 Illness
 Family Obligations
 Family Bereavement
 Personal Matters
 Others (Specify): _____

Student Declaration

- I declare that the information provided above is true and complete.
- I understand that if I am enrolled under VET FEE HELP and withdraw after census date, I will incur a HELP Debt
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application

Student Signature: _____

Date: _____

Office Use Only

<p>Outcome: <input type="checkbox"/> Approved</p> <p>From Date: _____</p> <p>Confirmation of Withdrawal date sent : _____</p> <p>Comments (if Applicable)</p> <p>Administration Officer Signature: _____</p> <p style="text-align: right;">Date: _____</p>
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