

WITHDRAWAL APPLICATION FORM

About this form

This form is to be used when making an application to discontinue with your studies.

Please note that any refunds will be processed as per the information included in the International Student Handbook about fees and refunds. If you believe you are due a refund you should also complete the Refund Application Form.

Student details

| | |
|----------------|--|
| Given name/s | |
| Surname | |
| Phone number/s | |
| Email address | |

Reason for withdrawal

Please briefly describe the reason you have decided to discontinue your studies.

Please specify the date from which you wish this withdrawal notice to take effect.

| | |
|-------------------|--|
| Name | |
| Signature | |
| Date (DD/MM/YYYY) | |

Office Use Only

| | |
|---|-------------|
| <input type="checkbox"/> Approved <input type="checkbox"/> Refused | |
| Reasons for approving or refusing the request: | |
| | |
| Actioned on: | |
| Student advised on: | |
| <input type="checkbox"/> If application is approved, DET has been notified via PRISMS | |
| <input type="checkbox"/> Updated RTO Manager with any changes to enrolment | |
| RTO Manager Signature | Date |
| | |
| Accountant Signature | Date |
| | |
| PRISMS Officer Signature | Date |
| | |
| Admissions Officer Signature | Date |
| | |