

# Course Withdrawal & Release Form

<b>Part A: Personal Details</b>	<b>Student ID</b>	
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Student Name: \_\_\_\_\_

**Group No.:** \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Part B: Course(s) Enrolled Details</b>
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1. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

2. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

3. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Course(s) withdrawing from: \_\_\_\_\_

<b>Part C: Reasons for requesting Course withdrawal / Release Letter</b>
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(If space doesn't permit, attach a detailed letter including reason(s) for requesting a course withdrawal)

The information provided by me is true and correct. I have read and understood the information on this form. I have provided the following required information (please tick box):

- Refund application form  
 Need Release letter  
 Provided documents as mentioned in the important note section of this form

Signature of Student \_\_\_\_\_

Date Today \_\_\_\_\_

## Office Use Only

<b>Date of Lodgment</b>		<b>Received by</b>
<b>Student Services Section</b>		
<b>Last day of Attendance</b>		<b>Checked by</b>
<b>Finance Section</b>		
<b>Fee Status</b>		<b>Checked by</b>
<input type="checkbox"/> To date <input type="checkbox"/> Outstanding: AUD _____		
<b>Decision of Withdrawal/Release</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
<b>Student was notified(letter issued)</b>		
<input type="checkbox"/> Yes   Date: __ / __ / ____ <input type="checkbox"/> No		

## Important Note(s)

- After receiving all the required information, it will take 10 working days for processing of an application
- This form can only be processed if you provided the following:
  - Current and valid offer letter from another CRICOS registered provider, if you wish to transfer between provider
  - Additional evidence of exceptional and compelling circumstances (e.g. general physician certificate)
- This may impact your student visa if you withdraw from your course. You cannot remain in Australia on a student visa unless you are studying. You should contact the Department of Immigration and Border Protection (DIBP) on 131 881 regarding the implications for your visa status.

## RECEIPT OF RELEASE LETTER

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

Date:.....

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REFERENCES: National Code – 7

## TRANSFER BETWEEN REGISTERED PROVIDERS

