

CFS06 Application for Withdrawal

This form is to be completed by students who wish to withdraw from their course of study. Cancellation of Studies will be granted in accordance with the Institute's *CPPS07 Deferral Suspension and Cancellation Policy*. Further information can be found in your student handbook and on the website: www.collinsacademy.edu.au

International Students note: may be affected by your application to withdraw so you should contact Department of Home Affairs (DHA) on 131881 to discuss any implications.

Student Name:

Student ID:

Date: / /

Course:

I wish to withdraw from the course I am enrolled in with the Institute. I wish to withdraw for the following reason/s:

I have discussed the reasons for withdrawal from the course with the Student Services Coordinator Yes No

NOTE: You are required to meet with the Student Services Coordinator prior to submission of this form.

I would like to apply for a Release Letter and transfer to other education provider as I have not completed six (6) months of my principal course (i.e. the last course of your enrolment course package, Diploma & Graduate Diploma package, the Graduate Diploma is your principal course). I have attached the Letter of Offer of the other education provider that I wish to transfer to with this application.

Yes No

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Home Address:

Suburb:

Postcode:

Telephone:

Mobile:

Email:

Student Signature

Printed Name:

Date:

Please forward this completed form and supporting documents to our office on the details below.

You will be advised of the outcome of your application within 10 working days.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved.

This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by the Institute unless specifically requested.

If you wish to apply for a refund of pre-paid fees, an application must be made in writing to our office using the *CFS02 Application for Refund of Fees Form*. Please refer to the Institute's *CPPS11 Fees and Refund Policy*.

OFFICE USE ONLY

Finance Department

Does the student have outstanding fees? Yes No

If yes, the amount of outstanding is \$ _____

Verified by:

Name: _____

Signature: _____

Date: _____

Is the withdrawal application approved? Yes No

Comments:

Is the request for the release letter approved? Yes No N/A

Comments:

Approving Officer:

Name: _____

Signature: _____

Date: _____