



## Application for Withdrawal

This form is to be completed by international students who wish to withdraw/cancel from their course of study. Withdrawal will be processed in accordance with the college's Deferral, Suspension and Cancellation Policy. Further information can be obtained from student handbook and P&P.

Your visa may be affected by your application to withdraw, so we advise you to contact Department of Home Affairs on 131881 to discuss.

Student Name:

Student ID:

Date:

/ /

Course:

Course Start Date:

Course End Date:

I wish to withdraw from the course due to the following reason/s:

I have discussed the reasons for withdrawal from the course with the Principal  Yes  No

Note that you are required to meet with the Principal prior to submitting the form.

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**

Signed:

Printed Name:

Date:

**Please forward this completed form in person or via email at [info@professions.edu.au](mailto:info@professions.edu.au)**

Upon receipt of this form and approval, you will be withdrawn from the course. 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.

To apply for a refund of course fees paid (if applicable), please use the Refund Form.