



## APPLICATION FOR WITHDRAWAL

### STUDENT DETAILS

Given name: \_\_\_\_\_ Family name: \_\_\_\_\_

Student ID: LT- \_\_\_\_\_ Date of birth: \_\_\_\_\_

Local current address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: QLD Post code: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

### ELIGIBILITY POLICY FOR WITHDRAWAL

Student has completed 6 months of the principal course: YES NO

(NB: Any student who has/have NOT completed the 6mths of the principal are not eligible for transfer, principle course is your last or the higher course of enrolment).

Please state which Course/s/Qualification/s start/finish dates this claim is for:

\_\_\_\_\_

### REASON FOR WITHDRAWAL AND APPLICATION FOR REFUND

- Family problems       transferring to another RTO (college) Offer letter must be provided  
 cancelling enrolment       others \_\_\_\_\_

Please elaborate on your circumstances.

\_\_\_\_\_

If you are leaving, when do you intend on leaving Australia? \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Evidence Given: Yes  No  Type of documents: \_\_\_\_\_

Refund approved  Refund not approved  Refund not required

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

Amount refunded: \$ \_\_\_\_\_ AUD Date refunded: \_\_\_\_\_

Comments:

\_\_\_\_\_