

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 or any refund, principal 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

CEO Signature: _____ Date: _____

Amount refunded: \$ _____ AUD Date refunded: _____

Comments: _____