

**AREA OF SERVICE- COURSE WITHDRAWAL FORM**

NOTE: STUDENTS ARE REQUIRED TO COMPLETE AND SUBMIT THE FORM TO THE STUDENT SUPPORT OFFICER IF THEY WISH TO WITHDRAW FROM THE COURSE.

Student ID No.			
Given Name			
Surname			
D.O.B (dd/mm/yyyy)	Gender	Male	Female
Course			
Address			
Suburb	Postcode		
Home Phone	Mobile Phone		
Email			
Reason for withdrawing the course(s):			
For International Students Only: <input type="radio"/> I am applying for a letter of release. <input type="radio"/> I have attached a letter of offer from my new provider and other supporting documents. <input type="radio"/> I understand that withdrawing from my enrolment will result in cancellation of my COE and this may affect my student visa. <input type="radio"/> I understand that if I am not issued with a letter of release, cancellation of COE cannot be treated as a letter of release.			
Signature		Date	/ /

Office Use Only

Received by Administration	Name:		Date:	/ /
Administration Executive Signature			Date:	/ /
Request Approved: <input type="radio"/> Yes <input type="radio"/> No			Date Processed:	
Correspondence sent to Student: <input type="radio"/> Yes <input type="radio"/> No			If Yes, Date sent:	