



Course Withdrawal Form

Note to Students					
Students who wish to withdraw their course should fill this form and submit to the front office. Do not use this form for any change of course within the college. You must use Course change request form for change of course. If there is any refund request, Refund application form should be submitted along with this form.					
Personal Details					
Given Name			Surname		
Date of Birth			Student ID		
Address					
State			Postcode		
Home Phone		Mobile		Email	
Course Withdrawal Details					
Course(s) currently enrolled and want to withdraw: (If the student wants to withdraw from all the subsequent courses enrolled with the Institute, he/she should list the courses below.)					
Current Course Enrolled			Subsequent Courses		
Reason for Withdrawal					
Student Signature			Date		
Office Use Only					
Date Received			Received By		
Any outstanding payments	<input type="checkbox"/> Yes (if Yes, please provide the Details) <input type="checkbox"/> No				
Refund Eligible	<input type="checkbox"/> Yes (if Yes, please check for refund application form) <input type="checkbox"/> No				
Date Processed			Processed By		
Correspondence sent to the student (Yes / No) Date:			Sent By:		