

Withdrawal Form - International Students

This form is to be completed by international students who wish to withdraw from their course of study. Cancellation of studies will be granted in accordance with our Deferral, Suspension and Cancellation P&P. Further information can be found in International Student Handbook.

STUDENT DETAILS			
Full Name:		Student ID:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Date of Birth:	
COURSE DETAILS			
I am currently enrolled in the following course/s:			
<input type="checkbox"/>	BSB50215: Diploma of Business	<input type="checkbox"/>	ICT50118: Diploma of Information Technology
<input type="checkbox"/>	BSB60215: Advanced Diploma of Business	<input type="checkbox"/>	ICT60115: Advanced Diploma of Information Technology
<input type="checkbox"/>	SIT40516: Certificate IV in Commercial Cookery	<input type="checkbox"/>	BSB80515: Graduate Certificate in Management (Learning)
<input type="checkbox"/>	SIT50416: Diploma of Hospitality Management	<input type="checkbox"/>	BSB80615: Graduate Diploma of Management (Learning)
CONTACT DETAILS			
Have your contact details changed since you last advised us of them? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide below.			
Full Address		Email:	
Mobile No:			
REASON FOR WITHDRAWAL			
I wish to withdraw for the following reason (s)			
<input type="checkbox"/> Program academically unsuitable <input type="checkbox"/> Compelling and/or compassionate grounds <input type="checkbox"/> Transferring to another training provider <input type="checkbox"/> Other			
<ul style="list-style-type: none"> 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. If competencies have not been attained, no further notification of withdrawal will be provided by Brighton College unless specifically requested. If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees, Charges and Refund Policy for complete details. 			
STUDENT DECLARATION AND SIGNATURE			
<input type="checkbox"/> I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information in relation to my application may delay the processing of my application.			
<input type="checkbox"/> I have attached documentation (original / certified copies) to support my withdrawal application.			
Student Signature:		Date	
OFFICE USE ONLY			
Form received date:		Received by:	Decision outcome (please tick)
Reason (s) for outcome		<input type="checkbox"/> Approved <input type="checkbox"/> Declined	
		Date	
Approved by		Student notified on (Date)	