

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:			
	Qualification Code	Qualification Name	
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	
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:		_____	
Mobile No:		Email:	_____
REASON FOR WITHDRAWAL			
I am applying for: <input type="checkbox"/> A withdrawal from studies; <input type="checkbox"/> request for release for the following reason (s).			
<input type="checkbox"/>	Refusal or cancellation of Visa (<i>Copy of letter from DHA required</i>)	<input type="checkbox"/> Transfer to another Australian educational institution BEFORE completing 6 months of your course with the Brighton College. (<i>Copy of your letter of offer from new provider required</i>) Please advise reason for withdrawal _____ _____ _____ _____ _____ _____ _____	
<input type="checkbox"/>	Returning Home (<i>Please advise date of departure</i>) ____/____/____		
<input type="checkbox"/>	Transferring to another training provider AFTER completing 6 months or more of your course with Brighton College. (<i>Copy of your letter of offer from new provider required</i>)		
<input type="checkbox"/>	Program academically unsuitable _____ _____		
<input type="checkbox"/>	Others _____		
<p>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.</p> <p>If competencies have not been attained, no further notification of withdrawal will be provided by Brighton College unless specifically requested.</p> <p>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.</p>			

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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 understand the implications on my student visa, should my application be successful. Furthermore, I am required to contact the Department of Home Affairs (DHA) to clarify the status of my visa should this application be successful.	
<input type="checkbox"/> I understand that should I wish to re-apply for admission; I will be subject to the same entry requirements as all other applicants at the time of applying.	
<input type="checkbox"/> I have attached documentation (original / certified copies) to support my withdrawal application.	
Student Signature:	Date:
RETURN COMPLETED FORM TO	
Brisbane students StudentSupport-BNE@brighton.edu.au	Melbourne students StudentSupport-MEL@brighton.edu.au
OFFICE USE ONLY	
Received by:	Date:
Decision outcome (please tick): <input type="checkbox"/> Approved <input type="checkbox"/> Declined	
Reason (s) for outcome:	
Approved by:	Date: