

## APPLICATION FOR WITHDRAWAL

Prior to completing this form you must read the International College of Queensland **Defer, Suspend, or Withdrawal Policy and Procedures** as they relate to a student initiated withdrawal.

Please note the following information if your request to withdraw is to transfer to another education provider: Students who have not completed six months of study in their principal program (highest level) must apply for a release letter from the International College of Queensland if they wish to withdraw to undertake study at another education provider. Students are generally not permitted to cancel their enrolment in order to undertake study at another education provider. All applications to transfer must be submitted on International College of Queensland's **Transfer between Registered Providers** form with a valid letter of offer and supporting documentation.

Student Details			
<b>Given Name</b>		<b>Surname</b>	
<b>Address</b>			
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>		<b>Student ID</b>	
<b>Date of Birth</b>		<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female

Enrolment & Withdrawal Details	
<b>Course Code</b>	
<b>Course Title</b>	
<b>Fees Paid to Date</b>	\$
<b>Fee Payer Name</b>	
<b>Address</b>	
<b>Select one of the following options</b>	<input type="checkbox"/> Withdraw from Course prior to commencement date (no debt incurred or refund given if payment has been made) <input type="checkbox"/> Withdraw from units of study on or after commencement date (no refund given/debt still incurred unless special circumstances apply) <input type="checkbox"/> Withdraw from Course prior to commencement date – Student Visa Denied (full refund given) <input type="checkbox"/> Withdraw from units of study on or after commencement date- Student Visa Denied (Prorated refund given)
<b>Reason for withdrawal and documents to supply</b>	<input type="checkbox"/> Departing Australia and Returning to Home Country – attach airline ticket <input type="checkbox"/> Change of Visa classification/Visa rejection – Provide a copy of your new Visa or the Visa Rejection letter from the Department of Immigration and Border Protection <input type="checkbox"/> Other – Please provide further details below and any evidence of circumstances
<b>Reason for withdrawal</b>	

I hereby acknowledge that I have been provided with details of the International College of Queensland's **Defer, Suspend, or Withdrawal Policy and Procedures which includes the Refund Policy** and the information provided in this form is true and correct.

Learner Name			
Learner Signature		Date	

**OFFICE USE ONLY**

Received by		Date	
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
If withdrawal has been granted. Student will receive a Statement of Attainment for the following units.			
Unit Code	Unit Title		

<b>Comments</b>	