

Please print in BLOCK LETTERS

Please be aware that suspending or cancelling enrolment may affect your student visa.

Read the important information on page 2 before completing and signing this form.

1. Student details

Student number:	Date of birth (DD/MM/YYYY):
Family name:	Given name(s):
Australian address:	
Contact number:	Email:

2. Withdrawal details

Full title of your course:
Date of withdrawal (DD/MM/YYYY):

3. Provide details of the unit/modules of study being discontinued (if applicable)

Unit/ Name (In Full, including Unit Code)	Mode of Study (OC, OL, BD)	Trimester	Year

4. Reason for withdrawal

<input type="checkbox"/> Employment	<input type="checkbox"/> Medical	<input type="checkbox"/> Financial	<input type="checkbox"/> Internal course transfer
<input type="checkbox"/> Personal	<input type="checkbox"/> Family/Relationship	<input type="checkbox"/> Transfer to another provider	<input type="checkbox"/> Other:

I understand that by completing and signing this form I will discontinue my study at the College in the course specified in this form and that, should I wish to return to study in the future, I will need to re-apply and be bound by the entry criteria at the time of the new application.

I declare that I have read and understood the important information on page 2 of this form and declare the information I provided on this application is correct. I understand that if I knowingly make a false or misleading statement, I may be liable for disciplinary action. Please amend my College records to show that I am withdrawing as indicated above.

Signature:

Date (DD/MM/YYYY):

OFFICE USE ONLY

Date received ____ / ____ / ____ (DD/MM/YYYY)

Received by:

IMPORTANT INFORMATION FOR STUDENTS WITHDRAWING FROM THEIR COURSE OF STUDY

Use of this form

This form is to be used by all students who wish to permanently withdraw from their course of study.

Withdrawing before the census date

Students who lodge their application to withdraw on or before the census date will have their fees refunded for the unit/s in which they were enrolled and paid for.

Withdrawing after the census date

Students who withdraw after census date will not have their fees refunded. Students will remain liable for any outstanding tuition fees.

Students who are withdrawing under special circumstances and wish to be considered for a refund of up-front fees paid and/or exemption from liability for tuition fees must complete a **Special Circumstances form** and submit this with relevant supporting documentation.

Obligation to notify the relevant government department

Where an International student withdraws from their course of study, the College is obliged to notify the Department of Immigration and Border Protection (DIBP) of the withdrawal and provide the following details:

- Date of withdrawal
- Reasons for withdrawal
- Any other relevant details as necessary

All applicants are encouraged to seek advice from the International Student Admissions Coordinator (international@acap.edu.au) before making any submission as this may affect their student visa.

Refund of tuition fees

Students should refer to the Refund Policy in the Student Handbook or on the College's website (www.acap.edu.au)

Refunds for international students may take longer than 6 weeks to process, if fees are to be refunded to the overseas account.

Refund of health cover

Students who purchased OSHC Allianz Global Assistance Health Cover through the College and who would like to request a refund for the remainder of the Health Cover period must complete the application for OSHC Allianz Global refund along with this form.

Policies

The College's policy on course withdrawals can be found on the College's website, ACAP www.acap.edu.au

This form may be lodged by email, by post, in person at any ACAP campus

Email: international@acap.edu.au

Sydney

Level 11, 255 Elizabeth Street
Sydney NSW 2000

Melbourne

Level 10, 123 Lonsdale Street
Melbourne VIC 3000

Brisbane

Ground Floor, East Tower
410 Ann Street
Brisbane QLD 4000

Adelaide

Level 5, 16-20 Coglin Street
Adelaide SA 5000