

SC32.1-I: Withdrawal Application Form

This form is to be completed by international students who wish to withdraw/cancel from their course of study. Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy. Further information can be found in your student handbook. **Withdraw will only be assessed upon receiving the non-refundable withdraw fee of \$200. Withdraw will only be approved until all the outstanding fee have been paid.**

Your visa may be affected by your application to withdraw so you should contact DIBP on telephone:131881 to discuss any implications.

Student Name:

Student ID:

Courses wish to Withdraw

Withdraw Date

- ☐ Foundation English 1
☐ Foundation English 2
☐ IELTS Preparation Course

- ☐ English for Academic Purpose
☐ Certificate IV in Business
☐ Diploma of Leadership & Management

- ☐ Certificate IV in Hospitality
☐ Diploma of Hospitality Management

I wish to withdraw from the course I am enrolled in with AEC. I wish to withdraw for the following reason/s:

I have discussed the reasons for withdrawal from the course with the CEO/PEO. ☐ Yes ☐ No

*Note that you are required to meet with the CEO/PEO prior to submission of this form.

Have your contact details changed since you last advised us of them? ☐ No ☐ Yes - please provide below.

Address:

Suburb:

Postcode:

Mobile:

Email:

Student Signature:

Date of Application:

OFFICE USE ONLY

Payment Received: ☐ Non-refundable withdraw Fee \$200 Outstanding Fee: ☐ No ☐ Yes – Amount: \$

Evidence Provided: ☐ Offer Letter from other Provider ☐ Others

Printed Name:

Signed:

Date:

Please forward this completed form to our office on the details below.

Withdraw will not be approved until all the outstanding fee have been paid. Upon receipt of this form and approval of your application, you will be withdrawn. 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.**