



# Course withdrawal application form

Use this form if you want to permanently withdraw from at Acknowledge Education Pty Ltd (AE). Completed forms are to be submitted to Student Services or to The Registrar, AE, Level 6, 168 Exhibition Street, Melbourne.

**Please note: you will be canceled from all courses if you have a package of courses with AE**

## SECTION 1: PERSONAL DETAILS

Given Name(s)

Family Name

Student ID

Email Address

Mobile Number

Current Residential Address

Street Number and Name

Suburb

Postcode

## SECTION 2: WITHDRAWAL TYPE

Do you have any outstanding fees?

Yes

Course fees

No

Other:

**When do you want this withdrawal application to take effect (date or study period)?**

Please note that depending on when you lodge your withdrawal application, you may be liable academically and financially. To avoid these penalties, domestic students in HELP/VSL enabled courses should lodge their withdrawal application on or before the census date whilst domestic students in non-HELP/VSL enabled courses (Certs III & IV) and international students must lodge their withdrawal application at least 28 calendar days prior to the commencement of the relevant study period.

Start Date

Course 1 - Course Name

Start Date

Course 2 - Course Name

Start Date

Course 3 - Course Name

Start Date

Course 4 - Course Name

Withdrawal reason:

☐

Transferring to another provider

☐

Visa Rejection

☐

Change of visa subclass

☐

Personal issues

☐

Returning to home country

☐

Other:

### SECTION 3: INTERNATIONAL STUDENTS

Are you requesting a Letter of Release?

☐ Yes ☐ No

yes, have you:

Provided a Letter of Offer from another college?

☐ Yes ☐ No

Read the Deferment, Suspension and Cancellation Policy?

☐ Yes ☐ No

And either:

Completed at least 6 months of your principal course at AE?

☐ Yes ☐ No

Provided evidence of compassionate and compelling reasons for the withdrawal?

Yes No

#### Supporting documentation (International students only)

Please tick relevant document from the list below. If you have ticked 'Other', please provide a brief note in the box provided and attach all relevant evidence to this form.

☐ Medical Certificate

☐ Letter of Offer

☐ Police report

☐ Letter detailing withdrawal reason

☐ Counsellor/Psychologist evaluation

☐ Other (please specify and attach documentation)

☐ Court or legal documentation

☐ Statutory Declaration (outlining circumstances)

### SECTION 4: DECLARATION

I am aware that the approval of an application to discontinue my course will mean I am no longer a student at Acknowledge Education (AE) and that I will no longer have access to the benefits available to AE students. I understand that discontinuation of my course after commencement or the census date may result in academic and financial penalties and may affect my student visa or entitlement to government support payments. If I am an international student I undertake to inform DIPB of the changes to my circumstances. I have spoken to my teacher/course coordinator before applying to discontinue my course. My student ID card is attached to this application form. I understand that I may be refused a cancellation if I have not completed 6 months of my primary course.

I understand that the information collected through this form is collected in accordance with Acknowledge Education's Privacy Policy.

Student Signature

Date

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☐ I am the parent/guardian signing on behalf of an under 18 student

Parent/Guardian Signature

Parent/Guardian Name