

Withdrawal Form (International Students)

Application Details

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 Policy*. Further information can be found in the International Student Handbook.

Your visa may be affected by your application to withdraw so you should contact the Department of Home Affairs (DHA) on 131 881 to discuss.

Student Name:			
Student ID:		Date of Birth:	
Course(s) Enrolled:			
Postal Address:			
Email Address:		Phone:	

I wish to withdraw from the course(s) I am enrolled in with SHIC. I wish to withdraw for the following reason:

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

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	
<u>Student</u>			
Signature:			
Name:			
Date:			

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn.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.

If competencies have not been attained, no further notification of withdrawal will be provided by SHIC unless specifically requested.

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 and Refund Policy for complete details.

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Administration Only

Date of Withdrawal Application receipt:			
Application received by:			
If applicable- relevant supporting documents attached:	Yes ☐	No ☐	N/A ☐

Accounts

Has the application been approved by the Accounts Department?	Yes ☐	No ☐
Accounts Officer:		
Date of approval:		
Signature:		

Records

Has the application been approved by the Records Manager?	Yes ☐	No ☐
Admin Manager:		
Date of approval:		
Signature:		

Admin Approval

Has the application been approved by the Admin Manager?	Yes ☐	No ☐
Has the release letter application been approved by the Admin Manager?	Yes ☐	No ☐
Admin Manager:		
Date of approval:		
Signature:		

Application administrative tasks processed by:		Date:	
Application outcome updated on Wisenet by:		Date:	

Comments:

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