Austech Business Institute
70 – 76 Princes Highway, Arncliffe, NSW, 2205
Phone No: (02) 9599 7000 Fax No: (02) 8065 5268
(RTO 91744) (CRICOS Provider 03249F) ABN 95 132 817 997

Notice of Course Withdrawal

Course Withdrawal Conditions In the event you intend to transfer your study to another provider or terminate your course. One month notice in writing is required before the commencement date of the next term. If less than one month notice is given, the student or an agent or parents have the obligation to pay the following term's fees according to the instalment indicates on the offer letter

❑ In Person - Please complete this form and consult with the Director of Studies to get Approval for your Withdrawal Application

FOR ADMINISTRATION PURPOSES ONLY

Forward this form with the Attachments to the Admin Manager.

❑ Letter
(Attach the letter to Withdrawal Form)

❑ Telephone
(Attach the message to Withdrawal Form)

❑ Email
(Attach printout of the email to Withdrawal Form)

❑ Fax
(Attach a copy of the fax to Withdrawal Form)

To be completed by the DOS and/or Student

Student Last Name:		**Student First Name:**	
Date of Birth		**Student ID:**	
Course :			
Start Date of Course		**Finish Date of Course**	
Student Type:	❑ Fee for Service	❑ International[1]	❑ Funded Training
Reason Given and Comments:	…… …… …… …… …… (Attach further details if this is insufficient space)		
Date of Withdrawal:		**Student Signature (Only required if notice given in person):**	
Reason Accepted:	❑ Yes ❑ No	**Approved By Principal:**	

Once the above is completed, forward Form to the Administration Office

Date Student Last Attended a Class: _____

Final Fee Notice Issued:	❑ Yes ❑ No	**Entered on PRISMS:**	❑ Yes ❑ No	**Date Entered**: _____
Letter from New Provider Received?	❑ Yes ❑ No	**New eCoE**		**Admin Signature:** _____

Forward Approved Form to Administration Office

Documents issued:

☐ Certificate of Attendance (Date issued _____)
☐ Statement of Attainment for withdrawal of course (Date issued _____)
☐ Release Form for withdrawing from a Course and Changing Providers

Withdrawal Entered on VETTrak:	❑ Yes ❑ No	**Entered By:**		**Date:**

Completed form with all of the attachments must be submitted to the Principal for Final Approval.

[1] Once form has been lodged the Registrar must within seven days report the withdrawal against the students PRISMS record.