

COURSE WITHDRAWAL FORM

This form can be used for both International or Domestic students who wish to cease their studies from Kenvale College on a permanent basis.

International students can use this form if they wish to withdraw from the course at Kenvale College and/ or if they are Wishing to apply to study at a different Australian Education Provider.

International Students must have completed at least 6 months of their principal/ main course to be eligible to apply for Change of Provider. Students must provide evidence of enrolment (such as a Letter of Offer) at another provider to support their request.

If a student is returning offshore, they must provide evidence of their intention to return permanently to their home country.

International Students must pay any outstanding tuition fees prior to receiving a release letter.

If the withdrawal is granted, the student will receive a release letter. If the application is rejected, the student has the right to appeal by completing a complaints and appeals form.

Application Fees

The Withdrawal application and assessment fee is \$500.00, for payment details please see Section E. Please note that once a candidate completes this form and pays the applicable fees, there are no refunds available (regardless of the outcome). All fees must be paid PRIOR to any actions being taken or applications will not be considered.

SECTION A: REQUEST DETAILS

I am a : <input type="checkbox"/> Domestic <input type="checkbox"/> International	I'm applying for: <input type="checkbox"/> Course Withdrawal <input type="checkbox"/> Change of Provider
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SECTION B: PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Family Name: (as in passport)
Given Name: (as in passport)	Student ID:



SECTION C: COURSE CURRENTLY ENROLLED IN:

Course Name:	Course Code:
Course Duration:	Start Date:
Industry Placement Hours:	VET Student Loans: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Smart and Skilled: <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION D: WITHDRAWAL REASONS

Please explain in your own words the reason for your withdrawal:

SECTION E: PAYMENT OPTIONS:

<input type="checkbox"/> Cheque	Made payable to Kenvale College
<input type="checkbox"/> Credit Card – please provide details	Card Type (please select) <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
	Card holder name/s:
	Credit card number:
	Expiry date:
<input type="checkbox"/> Bank Deposit	Bank account details: Bank Name: Commonwealth Bank Bank Address: Library Walk, Kensington NSW 2033 SWIFT code:CTBAAU2S Account name: Kenvale College BSB no. 062 303 Account number: 1006 7300

SECTION F: STUDENT'S DECLARATION

I hereby officially **WITHDRAW** from the Course I am undertaking at Kenvale College for the following trimester _____ of the academic year _____.

I commit myself to pay any remaining tuition fees, or other fees owing to Kenvale College before receiving any certificate of qualification.

Student Name:	Student Signature:		
	Date:		
SECTION F: Office use only			
Application Fees received and invoice release: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Academic Department	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
	Comments:		
	Signature:	Date:	
Compliance Department	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
	Comments:		
	Signature:	Date:	
Documentation Reviewed	Alternative Course Enrolment: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
	Cancellation of CoE: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
	Payment of Outstanding Fees: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
	Airline One way Ticket: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
	Other Evidences (please specify):		



Exit Interview Undertaken	<input type="checkbox"/> YES <input type="checkbox"/> NO
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