

Students who wish to withdraw from their course should fill out this form and submit it to the student services.

Please Note:

- Withdrawing from your course will result in cancellation of your COE, and this may affect your student visa.
- You should attach all the necessary supporting documents to validate your reason.
- If you are withdrawing from the course due to a change of provider, you should attach an offer letter from your new provider.
- If you wish to seek release from your enrolment at ACTB, please fill out the release request form.
- Letter of release will be issued only under certain circumstances as per the transfer between registered provider policy.
- If you are withdrawing from the course due to refusal of Student Visa, please submit the letter of Visa Refusal along with this form. Any refund applicable will only be processed on submission of evidence of VISA refusal.
- This request may affect your student visa. You should contact the Department of Home Affairs (DHA) to check any visa implications before proceeding.
- Any completed units will be recorded, and a Statement of Attainment will be issued, subject to fees being settled.
- If you disagree with a decision, you may appeal under ACTB's Complaints and Appeals policy. We aim to finalise investigations within 60 days.
- If there is any refund request, the Refund application form should be submitted along with this form.

SECTION 1: STUDENT INFORMATION

First Name:

Last Name:

Date of Birth (DD/MM/YYYY): / / Student ID Number:

Course withdrawal details:

Course(s) currently enrolled and want to withdraw: (If the student wants to withdraw from all the subsequent courses enrolled with the Institute, he/she should list the courses below.)

Current course:

Subsequent course(s):

Reason for withdrawal:

Signature:

Date: / / 20

OFFICE USE ONLY

Is the withdrawal approved? Yes No
Is the request for Letter of release approved? Yes No N/A

Approved By:

Is the SMS updated to reflect the change? Yes No N/A
Is the CoE cancelled? Yes No N/A
Is the outcome communicated to the student? Yes No

Processing staff:

Signature:

Date: / /