


REQUEST FOR COURSE WITHDRAWAL AND FEE REMISSION APPLICATION FORM

Please complete this application and submit to the Student Services Officer in person or by email

Student Name	Student ID Number
Current Address	
Contact Phone Number	Email Address
Course Name	Course End Date
Outline the reason for your course withdrawal application	
Provide supporting documentation for your course withdrawal (i.e. medical certificate, letters or other information)	
<p>Course Withdrawal, Cancellation Policy Important Information You must submit notice of your intention and the request for a refund in writing. You must be up to date with course fees at the time of the request. Your request will be assessed following the refund policy in the term and conditions of enrolment If your request is successful you will be required to pay an administration fee You will be issued with a Statement of Attainment for units completed</p>	
<p>Declaration I have read and accept the policy and declare that the information provided is correct and complete. I understand that any refund must comply with the terms and conditions.</p>	
Student Signature	Date

Student Services Authority

Student Service Authority Name	Student Service Authority Signature
Donald Tare	
Application reviewed and approved by Student Services Officer Date	