



## Course Withdrawal Form

<b>1. Personal Details</b>			
<b>Student ID Number:</b>			
<b>Title:</b>			
<b>Student First Name:</b>			
<b>Student Last Name:</b>			
<b>Contact Details</b>			
<b>Telephone:</b>			
<b>Mobile:</b>			
<b>Email:</b>			
<b>Address</b>			
<b>Unit Number:</b>		<b>Street Number:</b>	
<b>Street Name:</b>			
<b>Suburb:</b>		<b>Post Code:</b>	
<b>State:</b>		<b>City:</b>	Sydney
<b>Country</b>	Australia		
<b>Visa Details</b>			
<b>Current Visa Type:</b>			
<b>Visa Expiry Date:</b>			
<b>2. Course Details</b>			
<b>Course Code/Name:</b>			
<b>Course Start Date:</b>			
<b>Course End Date:</b>			
I wish to formally notify Salisbury College Australia (SCA) of my withdrawal from my course of studies as an international student. I have also informed the Department of Immigration and Border Protection (DIBP) of my decision to withdraw from my studies with Salisbury College Australia.			
<input type="checkbox"/>	I have already completed more than six (6) months study at SCA and wish to enrol to study with another education provider. (Attach a copy of your unconditional Letter of Offer from the education provider you wish to transfer to)		
<input type="checkbox"/>	I would like to apply for Statement of Attainment (if applicable and there is a fee)		



<p><b>Please note that until your new Letter of Offer is granted from another provider, you must continue your enrolment at SCA and attend class on all scheduled days.</b></p>		
<input type="checkbox"/>	I have attached new Letter of Offer that I received from higher education provider.	
<input type="checkbox"/>	I wish to return to my home country and do not wish to continue studying with any education provider in Australia. (One way to home flight ticket required.)	
<input type="checkbox"/>	I have attached one way to home flight ticket.	
<input type="checkbox"/>	Other reason for my course Withdrawal is <i>(please specify and provide evidence)</i> :	
<b>3. Student Declaration</b>		
<input type="checkbox"/>	Yes	Is there any current or proposed misconduct allegation against you? Please tick only one box.
<input type="checkbox"/>	No	
<input type="checkbox"/>	I understand that if there any internal misconduct (attendance, academic and fee payment concerns) my application may not be approved.	
<input type="checkbox"/>	I have carefully read, understood and agree with all this application form.	
<input type="checkbox"/>	I understand that the fee is not refundable regardless of the outcome of this application.	
<input type="checkbox"/>	I understand that the documentation provided with my application may be verified by the SCA with the issuing authority. I acknowledge that disciplinary action may be taken by the SCA if I knowingly supply false or misleading documentation.	
<input type="checkbox"/>	I declare that the information I have given on this application is true and correct, and understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.	
<input type="checkbox"/>	I also understand that the administration processing fees apply for each refund request submitted to admissions department of \$250.	
<input type="checkbox"/>	I have read and understood the guidelines on this form and have submitted appropriate original supporting documentation. I have sought advice from the Student Services in relation to my student visa and the refund agreement. I understand the consequences of this application and accept responsibility to ensure my enrolment is correct.	
<input type="checkbox"/>	I have been informed of possible visa implications and advised to contact DIBP for further information.	
<b>Student Full Name:</b>		
<b>Student Signature:</b>		
<b>Date:</b>		
<input type="checkbox"/>	I would like to apply for Release Letter (additional fee is applicable).	



## Office Use Only

### Student Services Officer Checklist

<input type="checkbox"/>	Course Withdrawal Form fully completed (it is not, you are required to request the student to complete the form)
<input type="checkbox"/>	Evidence submitted (it is not, you are required to request the student submit the evidence)
<input type="checkbox"/>	Request student for cancellation and release letter payment
<input type="checkbox"/>	Print out student attendance from Wisenet
<input type="checkbox"/>	Print out student academic performance from Wisenet
<input type="checkbox"/>	Course Withdrawal Form and evidence uploaded onto Wisenet in the learner logbook.
<input type="checkbox"/>	Acknowledgement email sent to student advising we have received the Course Withdrawal Form and it has been passed to the Admission Department for processing.

**Student Services  
Name:**

**Student Services  
Signature:**

**Date:**

Student Services Officer passes the form, evidence and print outs to the Admission Department

### Admission Officer Checklist

<input type="checkbox"/>	Print out Xero payment screen from Wisenet
<input type="checkbox"/>	Student paid for Withdrawal Fee
<input type="checkbox"/>	Student paid for Release Letter Fee (if applicable)
<input type="checkbox"/>	Student paid for academic documentation (if applicable)

**Admission Officer  
Name:**

**Admission Officer  
Signature:**

**Date:**

Admission Officer passes the form, evidence and print out to the Campus Manager

### Campus Manager Checklist

<input type="checkbox"/>	Review the Course Withdrawal Form and Evidence						
	Is the form and evidence sufficient evidence	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
<input type="checkbox"/>	Review student attendance						
	Student have any duty of care letter	<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No
	Student have any friendly reminder letter	<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No
	Student have any attendance warning letter	<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No
	Student have any intention to report letter	<input type="checkbox"/>	Yes	Date:		<input type="checkbox"/>	No
	Student Attendance	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Not Satisfactory		



<input type="checkbox"/>	Review student academic									
	Student have any academic warning letter	<input type="checkbox"/>	Yes	Date:		SP:		<input type="checkbox"/>	No	
	Student have any intention to report letter	<input type="checkbox"/>	Yes	Date:		SP:		<input type="checkbox"/>	No	
	Review student academic performance	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Not Satisfactory					
<input type="checkbox"/>	Review student payment is up-to-date									
	Is the student payment up-to-date?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					
<input type="checkbox"/>	Review other details									
	How many CoEs does the student hold with SCA?	Number:								
	Cancellation from which CoEs?	Number:								
	Cancellation from Principal Course?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					
	Greater than 6 months from the principal course	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					
	Onshore or Offshore Applicant	<input type="checkbox"/>	Onshore	<input type="checkbox"/>	Offshore					
	Name of Agent:									
	Marketing Manager Name:									
<input type="checkbox"/>	Discussion with Marketing Manager									
<b>Marketing Manager Signature:</b>										
<b>Date:</b>										
<input type="checkbox"/>	Discussion with Principal Executive Officer									
<b>Principal Executive Officer Signature:</b>										
<b>Date:</b>										
<b>Approved:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
<b>Campus Manager Name:</b>										
<b>Campus Manager Signature:</b>										
<b>Date:</b>										
Campus Manager passes the form, evidence and documents to the Student Service Department										
<b>Student Services Officer Checklist</b>										
<input type="checkbox"/>	Course Withdrawal Form, evidence and other documents uploaded onto Wisenet in the learner logbook.									
<input type="checkbox"/>	Email of outcome sent to student.									
<input type="checkbox"/>	Email of release letter (if applicable)									
<input type="checkbox"/>	If approved obtain admin and academic folder for archiving.									