



APPLICATION FOR WITHDRAWAL AND RELEASE
(Processed within 10 working days after the student has provided the necessary documents.)

Student Personal Details		
Family name:		Given Names:
Student ID:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: (dd/mm/yy): ____/____/____
Postal Address:		
City:	Country:	Postcode:
Home phone: ()		Mobile No:
Email Address:		

Course Details
Tick the course/s you are applying to withdraw from and requesting a refund for:
<input type="checkbox"/> BSB40207 Certificate IV in Business (CRICOS Code 069573D) - 22 weeks
<input type="checkbox"/> BSB50207 Diploma Of Business (CRICOS Code 069574C) - 22 weeks
<input type="checkbox"/> BSB51107 Diploma of Management (CRICOS Code 071432K) - 30 weeks
<input type="checkbox"/> BSB50407 Diploma of Business Administration (CRICOS Code 073726B) - 27 weeks
<input type="checkbox"/> BSB60207 Advanced Diploma of Business (CRICOS Code 073750B) - 32 weeks
<input type="checkbox"/> BSB60407 Advanced Diploma of Management (CRICOS Code 070908J) - 31 weeks
<input type="checkbox"/> 91423 NSW Certificate III in Spoken and Written English (CRICOS Code 069577M) - 22 weeks
<input type="checkbox"/> 91419 NSW Certificate IV in Spoken and Written English (CRICOS Code 069578K) - 22 weeks
<input type="checkbox"/> CPC31308 Certificate III in Wall and Floor Tiling (CRICOS Code 073645C) - 54 weeks

Reason for Withdrawal and Application for Refund

- Family Problems Transferring to another RTO (college)
- Cancelling Enrolment Other

Please elaborate on your circumstances.

If you are leaving, when do you intend to leave Australia?

Student Signature: _____ Date: _____

American College - Office Use Only

Evidence Given: Yes No

Type of documents:

Refund approved Refund not approved No refund necessary

Amount refunded: \$ _____ AUD Date refunded: _____

Method:

Comments:

Director's Signature: _____ Date: _____

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