

## Withdrawal Application Form

### About this form

This form is to be used when making an application to discontinue your studies with Grenfell Institute of Technology Australia. If you are withdrawing before you have completed six months of your principal course of study, you must instead complete the Application for Release Form.

Please note that any refunds will be processed as per the information included in your student agreement and the International Student Handbook about fees and refunds. If you believe you are due a refund you should also complete the Refund Application Form.

### Student details

<b>Given name/s</b>			
<b>Surname</b>			
<b>Date of birth</b>		<b>Student number</b>	
<b>Phone number/s</b>			
<b>Email address</b>			

### Reason for withdrawal

**Please briefly describe the reason you have decided to discontinue your studies.**

- Work Commitments
- Insufficient study resources and facilities
- Inappropriate Financial Circumstances
- Transferred to another provider (provide admission documents)
- Staff quality inadequate
- Medical reasons (provide evidence such as medical certificates)
- Visa Refused (provide visa refusal letter)

**Please specify the date from which you wish this withdrawal notice to take effect.**

<b>Student Declaration</b>	I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DoHA for any visa related queries. I also understand and have been informed about my rights to Complaint and Appeal as per the Complaints and Appeals Policy and Associated Procedures of Grenfell Institute of Technology Australia if am not satisfied with the outcome of the decision.
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

### Office use only

<b>Finance Approval</b>	Signature		<b>Date</b>	
<b>Request received</b>	Signature		<b>Date</b>	
<b>Request processed</b>	Signature		<b>Date</b>	
<b>Decision granted by</b>	Signature		<b>Date</b>	
<b>Entered in PRISMS</b>	Signature		<b>Date</b>	
<b>Entered in SMS (inc. results)</b>	Signature		<b>Date</b>	
<b>Request denied</b>	Signature		<b>Date</b>	
<b>Reason Request Denied</b>	<a href="#">Please list below reasons for the denial of withdrawal request.</a>			
<b>Student has been informed of the outcome</b>	Signature		<b>Date</b>	
<b>Student has been informed about rights to complaints and appeals against the outcome</b>	Signature		<b>Date</b>	