



Application for Withdrawal Enrolled Course / Refund of fees

First Name		Last Name	
Student Number		Date of Birth	
Home Address		Contact Number	
Email Address		Agency Name	<i>(if applicable)</i>
Current Course		Course start/end dates	

Reason for Withdrawal/Refund: (Please attach relevant documents as an evidence to support of your application)

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Supporting Documents attached (Please list)

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Student Signature		Date	
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(Please see the next page for Terms and Conditions)

OFFICE USE ONLY		<input type="checkbox"/> Approved	<input type="checkbox"/> Refused (Reason: _____)
Date of Notification: _____		Staff Name: _____	Signature: _____
Total amount of refund/reduction to be paid			



Terms and Conditions for Termination and Withdrawal from Enrolled Course

- Students who wish to terminate/withdraw their studies must advise ATQ COLLEGE two weeks prior to the completion of the current term or two weeks prior to tuition fee due date (whichever comes first). For example, if student fee is due on Friday, then student must inform his/her intention to terminate in writing two weeks before on Friday.
- Refund will be given as per ATQ COLLEGE refund policy (please refer to refund policy available on offer letter and student handbook).
- A course withdrawal fee applies to all approved withdrawals as a CoE cancellation admin fee. CoE Cancellation fee is \$50 per CoE.
- Students must comply with the Student Visa requirement of staying with the principal course for a minimum of six months before termination/withdrawal may be approved.
- Student who haven't arrived in Australia and decided to withdraw from the enrolled course(s) must provide an official withdrawal letter from the Department of Foreign Affairs (Department of Immigration and Border Protection).
- Students who wish to receive other documents such as reference letter or academic results must fill up a request form and pay relevant fees.
- Student returning to their home country must provide signed Voluntary Student Visa Cancellation Request Form and flight ticket to the home country (Please visit DIBP website for Voluntary Student Visa Cancellation Request Form).
- Upon request, ATQ COLLEGE will provide the outcome of the termination/withdrawal once we have assessed the documents and circumstances relating to the student's request for termination/withdrawal. The outcome is deemed to be provided after 10 working days from the date of application.
- If applicable, a release letter may be issued upon approval of termination/withdrawal. Please allow up to 10 working days for issuance.
- If a student has not maintained satisfactory attendance and / or course progress up to the time of transfer or cancellation, the process of reporting the student to the DIBP will continue, even though the student is no longer officially enrolled with the ATQ COLLEGE (As Standard 7 of the National Code 2007).

Student Signature		Date	
Agent Signature	<i>(if applicable)</i>	Date	