

# F.05.03a

## STUDENT WITHDRAWAL FORM

### STUDENT DETAILS

<b>STUDENT NAME:</b>	
<b>STUDENT ID:</b>	<b>DATE OF BIRTH:</b>
<b>COURSE NAME:</b>	
<b>COMMENCEMENT DATE:</b>	<b>CANCELLATION DATE:</b>

Note -

1. If AVETA processes your withdrawal request, in the course you have identified above, you still may not be able to enrol in another course with another Registered Training Provider, until you have completed six months of your principal course with AVETA.
2. International students are required to state their reasons for requesting to withdrawal as AVETA must report this change to the student's enrolment status to the Department of Home Affairs.
3. All supporting documents should be attached with this form; and please refer to AVETA's Refund Policy for any applicable refunds.
4. As you are an International student you should seek advice about this request and you must contact the Department of Home Affairs as this action may affect your Student visa.

<input type="checkbox"/> <b>Transferring to another Provider</b> (must provide a valid enrolment offer from another registered provider)	<input type="checkbox"/> <b>Medical grounds</b> (Provide evidence)
<input type="checkbox"/> <b>Other</b> (Please specify)	
<b>YOUR REASONS FOR THIS REQUEST:</b> Please outline your reasons for withdrawal:	

<b>STUDENT SIGNATURE:</b>	<b>DATE:</b>
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**OFFICE USE ONLY**

<b>RECEIVED BY:</b>		<b>DATE:</b>
<input type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>NOT APPROVED</b>	
<b>COMMENTS:</b> (AVETA staff should provide comments on the status of the student's request and provide reasons for AVETA records)		
<b>SIGNATURE:</b>		<b>DATE:</b>

<b>Up-dated on the Student management System: Yes / No</b>	<b>DATE updated:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>

<b>Up-dated on the PRISMS System: Yes / No</b>	
<b>SIGNATURE:</b>	<b>DATE updated:</b>

<b>Student advised of the outcome: Yes / No</b>	<b>Date advised:</b>
<b>Name of Admin Staff advising the outcome:</b>	