



Course Withdrawal Form

1. Personal Details			
Student ID Number:			
Title:			
Student First Name:			
Student Last Name:			
Contact Details			
Telephone:			
Mobile:			
Email:			
Address			
Unit Number:		Street Number:	
Street Name:			
Suburb:		Post Code:	
State:		City:	Sydney
Country	Australia		
Visa Details			
Current Visa Type:			
Visa Expiry Date:			
2. Course Details			
Course Code/Name:			
Course Start Date:			
Course End Date:			
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 Home Affairs (DoH) 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 of my principal course (the final course in the package enrolment) 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)		



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.

<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> :

3. Student Declaration

<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 DoH for further information.	

Student Full Name:	
Student Signature:	
Date:	

<input type="checkbox"/>	I would like to apply for Release Letter (additional fee is applicable).
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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									
Marketing Manager Signature:										
Date:										
<input type="checkbox"/>	Discussion with Principal Executive Officer									
Principal Executive Officer Signature:										
Date:										
Approved:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Campus Manager Name:										
Campus Manager Signature:										
Date:										
Campus Manager passes the form, evidence and documents to the Student Service Department										
Student Services Officer Checklist										
<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.									