

## Student Withdrawal Form

**Complete and sign this form to permanently discontinue (withdraw from) your course at Australian Institute of Technology and Commerce.**

### OPTIONS

A number of options exist which you may wish to consider before terminating your enrolment. Options may include Leave of absence; Temporary Suspension of your Enrolment or Applying for an Internal Transfer to study in another course at AITC.

### STUDENT SUPPORT

We also have a number of dedicated Student and Academic Support Services in place for those experiencing difficulty in meeting their course requirements. Please contact an AITC Student Support Officer to discuss options available.

### INTERNATIONAL STUDENTS

Your application must be authorised by Australian Institute of Technology and Commerce. If seeking to transfer to another institution, you may be required to complete a Release Letter application. Please refer to AITC's Overseas Students Transfer Policy and Procedure for more information.

### STUDENT ID CARDS

When you are discontinued from your course, your Student ID card will become invalid. Submit your ID card with this form to avoid any issues.

### REFUND OF FEES

Please refer to AIYC's Refund Policy for more information.

APPLICANT DETAILS	
First Name	
Last Name	
Date of Birth	
Email	
Mobile Phone	
Address Line 1	
Address Line 2	
Course	
Course Start Date	
Student ID <i>(if available)</i>	

WITHDRAWAL DETAILS	
<b><i>Reason for Withdrawal (Please tick)</i></b>	
<input type="checkbox"/>	Transfer to another Provider (please provide evidence)
<input type="checkbox"/>	Language difficulty
<input type="checkbox"/>	Personal/Family reasons
<input type="checkbox"/>	Financial reasons
<input type="checkbox"/>	Academic Difficulty

**Australian Institute of Technology & Commerce Pty Ltd**

ABN 47 634 668 214 CRICOS Code: TBA

Head Office: Level 6, 8 Quay Street, Haymarket NSW 2000

Website: [www.aitc.nsw.edu.au](http://www.aitc.nsw.edu.au) Email: [info@aitc.nsw.edu.au](mailto:info@aitc.nsw.edu.au)

Phone: 02 9211 4958



<input type="checkbox"/>	Change in Visa status / conditions
<input type="checkbox"/>	Other reason, please specify:
<b><i>I declare that the information provided is true and accurate to the best of my knowledge and that I have not willfully suppressed any information. I understand that information contained in this form is collected for administrative purpose and handled in accordance with our Privacy Policy and Records and Information Management Policy.</i></b>	
Signature:	Date:

OFFICE USE ONLY	
Received by	
Position	
Date received	
Assessed by	
Position	
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments	