

Withdrawal Application Form

Section A: Student to complete. Please return this form to your campus of enrolment

Given Name: _____

Surname: _____

Student Number: _____

Date of Birth: ____/____/____ Passport Number: _____

Course Code: _____ Course Name: _____

Current Australian Address: _____

Suburb or Town: _____ State: _____ Postcode: _____

Telephone Number: _____ Mobile: _____

Overseas Address: _____

Suburb or Town: _____ State: _____ Postcode: _____

Telephone Number: _____ Mobile: _____

Email Address: _____

I wish to apply for a withdrawal because I am (please tick one and provide reason):

- Discontinuing my studies
- Transferring to another Training Provider
- Other

Please explain:

Student signature: _____ Date Signed: _____

Section B: Teaching section to complete

Last participation date: _____

Participation and results finalised in student management system. Yes NO

Staff Name: _____ Signature: _____ Date signed: _____

Section C: Student Services Office Use Only

Has the student request for the withdrawal been approved? Yes No

Withdrawal effective date: _____

Is Student refund eligible? Yes No

Refund amount:

If Not the reason for refusal is as follows:

Signature of Authorised Officer: _____ Date: _____

Please read the information first and then complete the form. All supporting Documentation must be provided.

For all students for whom the College is their primary provider, the College will not allow a student to transfer to another provider within the first six (6) months of their course unless in limited circumstances. The circumstances in which a transfer will be granted include:

- A student has provided a letter from another registered provider confirming that a valid enrolment offer has been made; or
- Upon completing the student request for release form and including supporting evidence (and is current with all student fee and College payments) - the reason and evidence has led the College to determine that the transfer is in the best interest of the student either for personal or academic reasons.

The circumstances that the College considers as providing reasonable grounds for refusing the student's request include:

- When a transfer can be considered detrimental to the student
- if the transfer may jeopardise the student's progression through a package of courses;
- within four (4) weeks of a course beginning. (Issues such as homesickness may take some time to overcome and transferring to another provider is unlikely to solve this problem. The provider may consider that the student needs some time to settle into the course and the Australian education system and for the student to use and benefit from the provider's student support services.); or

If the College determines that the student is transferring for reasons that are not bonified: e.g. trying to avoid being reported to DHA for failure to meet the provider's attendance or academic progress requirements or transferring simply to obtain a cheaper course The College will provide the student, within 10 working days, with a written explanation as to the reason for transfer approval or refusal and include any refund etc. calculations as per the relevant College policies.

Students can appeal against a refusal to release or, if the provider does not respond during the timeframe set out in the policy, through the College complaints and appeal process.

Fee Refunds

Please refer to ANE College Refund Policy for details.

Student Privacy

Information collected by ANE College during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation, and surveys. Student information will be held securely and disposed of securely when no longer needed.