



Withdrawal Form

This form is to be completed by international students who wish to withdraw from their course of study. Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy. Further information can be found in the International Student Handbook.

Your visa may be affected by your application to withdraw so you should contact Department of Home Affairs (DHA) on 131881 to discuss any implications.

| | | | |
|---------------------------------------|-----|-------------|--|
| Student Name: | | Student ID: | |
| Date of Withdrawal: | / / | Course: | |
| Workplace (if trainee or apprentice): | | | |

I wish to withdraw from the course I am enrolled in with Simple Training Academy. I wish to withdraw for the following reason:

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

| | | | |
|----------------|---|---------------|--|
| Home Address: | | | |
| Suburb: | | Postcode: | |
| Tel (Home): | | Tel (Work): | |
| Mobile: | | Email: | |
| Student | Employer/Workplace (only required for trainees and apprentices) | | |
| Signed: | | Signed: | |
| Printed Name: | | Printed Name: | |
| Date: | | Date: | |

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by Simple Training Academy unless specifically requested. If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees and Refund Policy for complete details.