

APPLICATION FOR WITHDRAWAL FORM

Before starting to complete this form we will value the opportunity to discuss possible options available to you across Think Education Colleges to assist you in continuing your studies with us. Please call your Student Service Team.

This form is to be completed if you are applying to withdraw from a course or units of study. Please refer to the Checklist on the back and the Withdrawal Policy and Procedure before completing the form.

PERSONAL DETAILS

Family Name: (Surname) First Name:

Student ID #: College Name:

TYPE OF WITHDRAWAL *(Please choose one of the two options below)*

- 1) I wish to Withdraw from a unit(s) of study *(Please detail units in the space provided below):*

| Unit / Subject Code | Unit / Subject Name |
|---------------------|---------------------|
| | |
| | |
| | |

- 2) I wish to withdraw from the whole course *(Please write the course name below)*

Course Name:

GENERAL INFORMATION

Please refer to the Think: Education Withdrawal Policy on the website and call Student Services if you need clarification or information on how the policy refers to you.

| | | | | |
|---|-----|--------------------------|----|--------------------------|
| Are your FEES paid up-to-date? <i>(If you answer No or if you are unsure, please contact Student Services)</i> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Are you aware of potential financial/academic penalty associated with withdrawing from your course or units of study? <i>Please refer to the Withdrawal Policy.</i> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If you are an Overseas Student, are you requesting a Letter of Release? <i>(If you answer YES, please attach your new Letter of Offer to this form)</i> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Do you want to cancel your other Think: College course offers? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

SUPPORTING DOCUMENTS FOR YOUR WITHDRAWAL

(Please tick relevant documents from the checklist below. If you have ticked (Other), please provide a brief note in the box provided and attach all relevant evidence to this form. Your application will not be processed unless relevant documentation is provided)

| | | | | | |
|---|--------------------------|---|--------------------------|--------------------------------------|--------------------------|
| Medical Certificate | <input type="checkbox"/> | Statutory Declaration outlining Circumstances | <input type="checkbox"/> | Counsellor / Psychologist Evaluation | <input type="checkbox"/> |
| Police Report | <input type="checkbox"/> | Letter from your Employer (on company letterhead) | <input type="checkbox"/> | Court or Legal Documentation | <input type="checkbox"/> |
| Other: <i>(please note below and attach documentation)</i> | | | | | |
| <input type="text"/> | | | | | |

Note: If you are applying for Special Circumstances or a Refund in relation to your Withdrawal, please also complete either the Application for Special Circumstances Form or the Application for Refund Form and attach to your application.



CHECKLIST

The following is a checklist to help ensure that you have completed and attached all your relevant documentation correctly before **submitting this form to Student Services for processing**.

- I am aware that Student Services may be able to provide me with options to continue studies
- I have discussed my options with a representative of the college and I have attached the Documentation of Informal Discussions – Cover Sheet to this form.

PERSONAL DETAILS:

- Have all your personal details requested on the form been filled in correctly?

TYPE OF WITHDRAWAL INFORMATION

- Have you listed the unit(s) / subject(s) you are withdrawing from including the unit / subject codes?
- Have you noted the full name of the course you are withdrawing from?

GENERAL INFORMATION

- Have you completed the question for any fees outstanding?
- Have you checked the financial and academic penalties associated with your withdrawal?
- For Overseas Students:** Have you ticked the box requesting a Letter of Release? *If applicable*
- For Overseas Students:** Have you attached your Letter of Offer? *(if applicable)*

CIRCUMSTANCES OF YOUR WITHDRAWAL

- Have you noted the circumstances for which you are applying for a Withdrawal and attached all relevant documentation to this application? You **MUST** attach relevant documentation to your application otherwise it will be declined.

DECLARATION

- Have you signed and dated the Withdrawal Form?

DECLARATION

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct. I have read and understood the Withdrawal Policy and Procedure.

Signature:

Date:

Office Use only

Received by

Received Date

All documents claimed by applicant have been sighted and are attached

YES

NO

