

Withdrawal Form

Please fill this form if you wish to withdraw from your 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.

Please attach all supporting evidence relevant to your application to help us make an informed decision. Evidence may include a medical certificate, Letter of visa refusal, an offer from another education provider, or evidence of compassionate and compelling grounds.

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

Student Name:		Student ID:	
Date of Withdrawal:	/ /	Course:	

I wish to withdraw from the course I am enrolled in with Leeds College. 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.

Street Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (mobile):	
Mobile:		Email:	

Student	
Signed:	
Printed Name:	
Date:	

Please forward this completed form to our office via email or in person.

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 Leeds College 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.