



SC5.2 – Application for Withdrawal Form

This form is to be completed by students who wish to withdraw/cancel 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 your student handbook.

Your visa may be affected by your application to withdraw so you should contact Department of Home Affairs on 131 881 to discuss any implications.

Student Name:

Student ID:

Date: / /

Course:

I wish to withdraw from the course I am enrolled in with Australian Virtus Institute. I wish to withdraw for the following reason/s:

Have you discussed the reasons for withdrawal from the course with the RTO Manager? Yes No

Note that you are required to meet with the RTO Manager prior to submission of this form.

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

Home Address:

Suburb:

Postcode:

Telephone:

Mobile:

Email:

Student Signature

Signed:

Printed Name:

Date:

Please forward this completed form to our office on the details below.

Upon receipt of this form and approval of your application, you will be withdrawn.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.

To apply for a refund of course fees paid (if applicable), please use the Application for Refund Form.