

MFS06C: Application for Withdrawal – International Student

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 the Institute's *MITP08 Deferral, Suspension and Cancellation Policy and Procedure*. Further information can be found in your student handbook and on the website: <https://www.menzies.vic.edu.au/current-students/policies>

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: / /

Course:

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

I have discussed the reasons for withdrawal from the course with the Student Services Coordinator Yes No

NOTE: You are required to meet with the Student Services Coordinator prior to submission of this form.

I would like to apply for a Release Letter and transfer to other education provider as I have not completed six (6) months of my principal course (i.e. the last course of your enrolment course package, Cert III & Diploma package, the Diploma is your principal course). I have attached the Letter of Offer of the other education provider that I wish to transfer to with this application. Yes No

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 and supporting documents to our office on the details below.

Approve by:	
Date:	Signature:

You will be advised of the outcome of your application within 10 working days.

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 the Institute unless specifically requested.

If you wish to apply for a refund of pre-paid fees, an application must be made in writing to our office using the *MFS03 Application for Refund of Fees Form*. Please refer to the Institute's *MITP10 Refund Policy and Procedure* for complete details.