



SC32.1-I: Withdrawal Application Form

This form is to be completed by international 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. **Withdraw will only be assessed upon receiving the non-refundable withdraw fee of \$200. Withdraw will only be approved until all the outstanding fee have been paid.**

Your visa may be affected by your application to withdraw so you should contact DIBP on telephone: 131881 to discuss any implications.

Student Name:	Student ID:
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Courses wish to Withdraw

<input type="checkbox"/> Foundation English 1	<input type="checkbox"/> Certificate IV in Business	<input type="checkbox"/> Diploma of Hospitality Management
<input type="checkbox"/> Foundation English 2	<input type="checkbox"/> Certificate IV in Hospitality	<input type="checkbox"/> Graduate Diploma of Management - Learning
<input type="checkbox"/> IELTS Preparation Course	<input type="checkbox"/> Certificate IV in Kitchen Management	<input type="checkbox"/> Graduate Diploma of Strategic Leadership
<input type="checkbox"/> English for Academic Purpose	<input type="checkbox"/> Diploma of Leadership & Management	<input type="checkbox"/> Advanced Diploma of Business
		<input type="checkbox"/> Advanced Diploma of Hospitality Management

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

Withdraw Date: ____ / ____ / ____

I have discussed the reasons for withdrawal from the course with the CEO/PEO. Yes No

*Note that you are required to meet with the CEO/PEO prior to submission of this form.

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

Address:	Suburb:
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Postcode:	Mobile:	Email:
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Student Signature:	Date of Application:
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OFFICE USE ONLY

Payment Received: Non-refundable withdraw Fee \$200 Outstanding Fee: No Yes – Amount: \$

Evidence Provided: Offer Letter from other Provider Others

Printed Name:	Signed:
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Date:	
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Please forward this completed form to our office on the details below.

Withdraw will not be approved until all the outstanding fee have been paid. 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.**