

Withdrawal From



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 our Deferral, Suspension and Cancellation Policy. Further information can be found in the International Student Handbook.

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.

PART A: Student Detail:

Student Name:		Student ID:	
Mobile:		Email:	
Address:			
Date of Withdrawal:	/ /	Course:	

Part B: Reason of Withdrawal:

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

Part C: If transferring to another education provider:

Are you going to transfer to another education provider and apply for Release Letter:

☐ Yes If yes, please provide below

☐ No If no, please go to Section D

Name of Provider:

Course Name:

Supporting Documents:

Have you obtained a valid enrolment offer from another registered education provider?

☐ Yes ☐ No If yes, please provide below.

☐ Letter from Students explaining reason

☐ Copy of Offer Letter OR eCOE from proposed new provider.

Part D: Student Declaration

☐ I declare that the information given is true and accurate to the best of my knowledge and I have not willfully suppressed any information

☐ I understand that if there are any changes to the information provided by me in this form, I would notify Clinton Institute immediately and in the event that I fail to do so, I will be liable for any additional costs incurred.

Signed:

Printed Name:

Date:

Please forward this completed form to our email by: admission@clinton.edu.au. Upon receipt of this form with requested evidence, you will be in process of withdrawal.

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 Clinton Institute 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.

OFFICE USE ONLY

Received Date:		Acknowledgement Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Finance:	<input type="checkbox"/> Yes <input type="checkbox"/> No Note:	Staff Initial & Date:	
Admission:	Study end date:	Staff Initial & Date:	
PRISMS Variation submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initial & Date:	
Date of outcome letter sent to student		Staff Initial & Date:	