

WITHDRAWAL OR APPLICATION FOR TRANSFER FORM FOR LOCAL STUDENTS

(Note: International Students must use Withdrawal Application Form for International Students)

STUDENT DETAILS (Student to complete)			
First Name:			
Last Name:			
Date of Birth:		Student ID:	
Current Address			
Email address		Mobile:	
Course withdrawal details	Course(s) and Semester currently enrolled into:		
	Withdrawing course(s) and Semester:		
Detailed reason for withdrawal with evidence as required:	<i>(Please refer to 'Deferment-Suspension-and Cancellation policy and procedure')</i>		
Do you need a Letter of Release? (You should provide an Offer letter from the other provider)		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please Note:

- You should attach all the necessary supporting documents to validate your reason.
- If you are withdrawing course due to change of provider, you should attach an offer letter from your new provider.
- Letter of release will be issued only under certain circumstances as per the DNA Kingston Transfer of Provider Policy and Procedure.
- If there is any refund applicable, a Refund Request Form should be submitted along with this form.

Student signature:		Date:	
Receiving officer signature:		Date:	

COLLEGE OFFICE USE ONLY - (this section)

Withdrawal course:			
Course start and completion dates:		Withdrawal Date:	
Last Attendance Date:			
Course progress printed from Axcelerate:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Account statement printed:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Fee category:	<input type="checkbox"/> Concession <input type="checkbox"/> Non-concession <input type="checkbox"/> Private		
Is the withdrawal Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approval date:	
Approved By:			
Applicable notification period according to Cancellation Policy (please tick <u>one</u>):	Australian or Permanent Residents:		
	<i>Withdrawal from a <u>single unit</u>:</i>		
	<input type="checkbox"/> Week 1 to Week 4 (No penalty) <input type="checkbox"/> After Week 4 (No refund and liability for any outstanding tuition fees)		
	<i>Withdrawal from <u>course</u>:</i>		
	<input type="checkbox"/> Prior to commencement of study (No penalty) <input type="checkbox"/> Weeks 1 to 4 after commencement (A\$500 cancellation fee) <input type="checkbox"/> After Week 4 after commencement (100% of semester program fee) <input type="checkbox"/> Enrolment is cancelled due to gross or serious misconduct by the student (100% of semester course fee) <input type="checkbox"/> Student withdraws from course or units due to exceptional circumstances deemed by the College as compelling or compassionate grounds (At the discretion of the College)		
Publicly Funded Australian Citizen or Permanent Resident Students:			
<input type="checkbox"/> Unit is cancelled or re-scheduled to a time unsuitable to the student (No penalty) <input type="checkbox"/> Student is not given a place due to maximum number of places being reached (No penalty) <input type="checkbox"/> Student withdraws from course or units due to exceptional circumstances deemed by the College as compelling or compassionate grounds (Pro Rata refund at the discretion of the College)			
<i>Withdrawal from a unit(s) - courses below Diploma level</i>			
<input type="checkbox"/> Before 20% of unit completed (50% of resource fee (no penalty for course fees)) <input type="checkbox"/> After 20% of unit completed (No refund and liability for any outstanding fees)			
<i>Withdrawal from a unit(s) - courses Diploma level or above</i>			
<input type="checkbox"/> Before 20% of unit completed (No penalty) <input type="checkbox"/> After 20% of unit completed (No refund and liability for any outstanding fees) <input type="checkbox"/> Enrolment is cancelled due to gross or serious misconduct by the student (100% of semester course fee)			
Total cancellation fees:			
Calculation of total fee payable:		Due date of payment:	
Refund:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:	
Finance Signature:		Date:	

Is the UoC updated and enrolment cancelled in aXcelerate to reflect the change?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the result filed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is the outcome communicated to <u>the student</u> and <u>Trainers</u> ?		Cancellation Date:	
Processing staff Signature:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
		Date:	