

Application for Withdrawal Form

This form is to be completed in accordance with ACFE's Deferral Suspension or Cancellation Policy and Procedures and Transfer Between Registered Providers Policy and Procedures which can be found on ACFE website <http://acfe.edu.au/policies-procedures/>. Your visa may be affected by your application so you should contact Department of Home Affairs to discuss any visa implications.

Student name:	Student ID:
Mobile:	Email:
Current Address:	

Course Details: (If you are withdrawing from more than one course, please fill out the details of both courses)

Course Code and Title: (1st course)	
Expected Start Date:	Expected End Date:
Course Code and Title: (2 nd course if applicable)	
Expected Start Date:	Expected End Date:

Reason for withdrawal (Please **TICK** ✓ the box)

<input type="checkbox"/> Leaving Australia and returning home (Provide a copy of one way flight ticket)	<input type="checkbox"/> Visa Refusal (Provide a copy of visa refusal letter from Department of Home Affairs)
<input type="checkbox"/> Changing to another provider (Provide a copy of a valid offer letter from the provider)	<input type="checkbox"/> Change of Visa Subclass (Provide a copy of the new visa from Department of Home Affairs)
<input type="checkbox"/> Other (Please specify) :	

If changing to another provider, please provide detailed reasons for transfer: (Please refer to ACFE's Transfer Between Registered Providers Policy and Procedures)

Declaration and signature

Please sign and return this form and your supporting documents to administration via sso@acfe.edu.au or at reception on Level 5, 341-345 Queen Street, Melbourne VIC 3000.

I declare by signing this form that:

- The information provided by me is true and complete
- I understand the implications for my student visa if the application is approved
- I understand that my application for withdrawal and transferring to another education provider (within the 6 months of principal course) may be rejected if I am not able to provide documents to prove that I have met any of the circumstances listed in ACFE's Transfer Between Registered Providers Policy and Procedures for a release to be granted
- I have attached all required supporting documents
- I understand I still have to fulfill my obligations as a student to ACFE until my application is approved
- I understand that I must follow ACFE's Fees and Refund Policy and Procedures even if my application for withdrawal has been approved
- I understand that I have the right to appeal if I am not satisfied with ACFE's decision for my application and I have read ACFE's Complaints and Appeal Policy and Procedures

Signature:	Date:
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Note: For Transferring to another registered provider.

A release will be granted if the applicant has not yet completed the 6 months of principal course but met the circumstances for being granted a release according to ACFE's Transfer Between Registered Providers Policy and Procedures. A release will not be needed if the applicant has already completed the 6 months of principal course with ACFE.

All the policy and procedures mentioned above can be found on ACFE website <http://acfe.edu.au/policies-procedures/>.