

Request For Course Withdrawal or Cancellation Form

To be filled out by the Student and submitted to the Administration Department

Please note that this request may be followed up with an interview, and you should allow up to 10 working days for processing.

Student Name			
Student ID			
Address			
Suburb		State & Postcode	
Email		Tel / Mobile	
Course		Course Start Date:	
Date of Withdrawal/Cancellation effective from			
Transfer to other institution		Yes	No
Evidence to support your application: (Supporting documents MUST be attached) <ul style="list-style-type: none"> Visa copy/Letter from Department of Immigration and Border Protection (DIBP) Air ticket and confirmation from DIBP for voluntary student visa cancellation request Letter of offer or Confirmation of Enrolment (CoE) Others, please specify: 			

Explain why you are notifying NAPS that you are withdrawing or cancelling your enrolment in your course:

Course Withdrawal / Cancellation Policy: Important Information

- You must submit notice of your intention and the request for a refund in writing.
- You must be up to date with course fees at the time of the request.
- Your request will be assessed following the refund policy in the term and conditions of enrolment
- If your request is successful, you may require to pay an administration fee.
- You are aware that this application will be assessed according to the International Student Transfer Policies which is made available at the time of my enrolment.

Declaration
I have read and accept the policy and declare that the information provided is correct and complete. I understand that I am discontinuing my studies and will be liable for the tuition fees for the term when the application for withdrawal/cancellation is submitted after the term has commenced. Any refund must comply with the terms and conditions.

Student Signature:	Date:
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Office Use Only (tick or circle)	
Received on/or before due date	Payment details
Received after due date	Amount
Unpaid tuition fees for the current study period (term)	Date paid
Paid the tuition fees for the current study period (term)	Payment end date
Verified by:	Date:

Intervention Officer		
Student has completed the minimum of six months of the principal course of study:	Yes	No
Overall attendance rate (%)		
Academic Course Progress	Satisfactory	Unsatisfactory
Internal Appeal is requested	Yes	No
If yes, the student must see PEO for interview		

Chief Executive Officer (CEO) (if applicable)		
Complaint form attached	Yes	No
Notes		
External Appeal is requested:	Yes	No

Chief Executive Officer / Admissions Officer	
Approve Application	Letter of Release
Reject Application	Letter of explaining refusal of release
Authorized Signature	Date
Comments	