

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

Please Note: This request will may follow up by an interview and you must allow 10 working days to be processed.

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

Office Use Only (tick or circle)

Accounts Officer	
<input type="checkbox"/> Received on/or before due date	Payment details
<input type="checkbox"/> Received after due date	Amount:
<input type="checkbox"/> Unpaid tuition fees for the current study period (term)	Date paid:
<input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Overall attendance rate: %	
Academic Course Progress: Satisfactory Unsatisfactory	
Internal Appeal is requested :	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, the student must see PEO for interview	

Chief Executive Officer (CEO) (if applicable)	
Complaint form attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	
External Appeal is requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Chief Executive Officer / Admissions Officer	
<input type="checkbox"/> Approve Application	<input type="checkbox"/> Letter of Release
<input type="checkbox"/> Reject Application	<input type="checkbox"/> Letter of explaining refusal of release
Authorized Signature	Date
Comments	