COURSE CANCELLATION AND WITHDRAWAL FORM

Part A: Personal Details

Student Name :

Date Of Birth : Wattle Student ID :

Email Address : Contact Number :

Address :

Part B: Course Enrolment Details

Course Enrolled (with Code) :

Start Date : End Date :

CoE Number :

Reason for Withdrawal

Did you receive any course counselling before deciding to withdraw?

Would you recommend studying at Wattle College? ☐ Yes ☐ No If no, please provide reason?

Part C: Refund Request (Optional)

Please note application for a refund will be processed as per the Refund Policy at Wattle College. For the most updated copy of the Policy, please visit our website or the Student Services, Team. Refund is subject to the return of your Student ID card and any Wattle College property or material you may have in your possession.

Method of transfer?

☐ Australian Bank Transfer ☐ International Bank Transfer

Australian Bank Transfer

Name of the bank :

Account Name :

BSB : Account Number :

International Bank Transfer

Name of the bank :

Bank Address :

SWIFT : Account Number :

Reason for refund

Read this section carefully and tick the reason for your refund request. Please attach all supporting documentation along with your application. If you do not supply these documents this might delay authorization and processing of the refund.

Reason for refund	Supporting Documents Required
☐ Withdrawal from course	☐ Complete Part B of this form
☐ Leave of absence	☐ Copy of leave of absence form
☐ Student did not meet the conditions of the offer	☐ Proof of inability to meet conditions
☐ Student visa rejected/ cancelled	☐ Copy of letter(s) from the Australian Embassy/ High Commission/ Department of Home Affairs/ showing the cancellation or rejection of visa
☐ Change of visa status	☐ Copy of passport and the changed visa
☐ Student has overpaid	☐ Proof of overpayment

Part D: Release Request (Optional)

Only complete this part if you wish to transfer to another provider and need a release from your enrolment at Wattle College.

- ☐ I wish to withdraw from the course in which I am currently enrolled in to transfer to another CRICOS registered education provider
- ☐ I have not completed six (6) months from my principal course at Wattle College

Privacy Statement

The information is collected for the purpose of assessing your request for a letter of release. Wattle College uses and destroys information in accordance with the Institute's privacy policy.

Student Information

Release will be provided in accordance with Wattle College's Student Transfer Policy. A copy is available from Student Administration and the website at www.wattle.edu.au. Please read this Policy carefully to establish your eligibility for a Release. **Any request for a Release must be made in writing.**

Decision Process

You will be advised in writing within 10 working days of the outcome of your Request for Release. If your request is unsuccessful, the letter will outline the reasons for the Institute's decision, the procedures for release and the complaints and appeals process, should you wish to appeal this decision.

Lodgement of Application

Applications should be submitted to Student Administration or posted to: The Chief Executive Officer, Wattle College, Level 2/ 252 Lygon Street, Carlton VIC - 3053

Reason for release

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The following documents must be attached to this request for release:

- ☐ A Letter of Offer from the CRICOS Registered Provider to which you wish to transfer
- ☐ Evidence of Compassionate or Compelling Circumstances (medical reports, reports from psychologist, police or legal profession, etc)
- ☐ Statement of reasons why you are seeking release
- ☐ Payment of debts to Wattle College

Student Acknowledgment

I understand and acknowledge that:

1. I hereby declare and certify that the information supplied by me on all parts of this form is complete and true in all aspects;
2. If applicable, the release request will be considered in accordance with Wattle College's Student Transfer Policy;
3. I will be informed of the outcome of this request including the reason/s for the decision;
4. I have the right of appeal, in accordance with Wattle College's Complaints and Appeals Policy. I also have the further right of appeal under Australia's Consumer Laws;
5. If the release and/or withdrawal is approved my current electronic Certificate of Enrolment will be cancelled; and
6. The Department of Home Affairs (DOHA) will be informed of the change;
7. If applicable, my entitlement to a refund will be assessed in accordance with Wattle College's Refund Policy

Student Signature:

Date:

Official Use Only

Item Checklist	Tick	Initials	Date
Part A and B of this form have been fully completed	☐		
If applicable, Part C and/or D have been fully completed	☐		
Student did not meet the conditions of the offer	☐		
aXcelerate has been updated - Log Book. Enrolment Status, Timetable	☐		
Xero update - Refund Payment	☐		
Final refund process - Payment	☐		

Release Details	Tick
All fees are upto date	No
Supporting documents have been adequately supplied	
Release approved	☐ Yes ☐
PRISMS has been updated	
Student notified of the outcome	

Refund Details	
Total Couse Fees (as listed in LOO)	
Pre-paid Course Fees (including commission)	
Commission Deducted (by the agency)	
Net Fees received by Wattle College (Xero)	
Eligible refund amount (as per refunds policy)	

Stopped direct debit (only if in credit) ☐

Request students to pay the remainder ☐

Refer to debt collection as all attempts made to recover the amount owed were unsuccessful ☐

Signature:

Date: