



Application to Withdraw

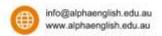
This form is to be completed by Students who requests to withdrawn or release from Alpha English Academy. If your request is refused, your enrolment at Alpha English Academy will continue and remains active. This form must be read in accordance with Deferment, Suspension, cancellation and student transfer policy.

This form will not be acceptable without supporting evidence.

PERSONAL DETAILS					
Student ID:					
Full Name:					
Current Address:					
Course Enrolled:					
Contact Number:		Email:			
		·			
WITHDRAW / CANCELLATION					
I would like to terminate my current and future enrolments from (Please list down ALL the courses you would like to withdrawal) Reason for Withdraw / Cancellation					
	pleting my course earl	lv			
•	<u> </u>	@	opy of one-way flight ticket		
☐ I am leaving Australia Permanently. Attach a copy of one-way flight ticket ☐ I have applied for a new visa attach a copy of the application and the immigration's Acknowledgement letter					
☐ My visa application was rejected or refused. attach a copy of refusal letter & one-way flight Ticket. (Note: Administration Fee is \$500)					
	TRANSF	ERRING TO ANO	THER PROVIDER		
(Please note: If a student withdraws from a course after the commencement date, no refund will be made, and the student will be invoiced for the balance of all outstanding fees. Administration fee will \$300 apply, Account Name: Alpha English Academy, BSB:062 010, Account Number: 1160 3756					
Name of provider transferring to:					
Supporting evidence: Offer letter Confirmation of Enrolment					









Student Declaration:

I was informed by Student Services on course variation or withdrawal process and its impact on a student visa. I understand and agree to the conditions of the policy and procedure. I am fully aware that this variation will be informed to the Department of Home Affairs and may affect my student visa. I am also aware of the consequences of cancelling my enrolments before a new visa is granted.

Student Signature:		Date:	
OFFICE USE:			
Has the student completed 6 months of		□ YES □ NO	
principal course?			
If "NO":			
Offer Letter prov	vided?	☐ YES ☐ NO	
Has the student	paid all outstanding fees?	☐ YES ☐ NO	
Is the release re	quired due to the provider's	□ YES □ NO	
default?		2 123 2 110	
	☐ APPROVED	□ NOT APPROVED	
☐ Release grant		□ NOT APPROVED □ Provide a refusal letter	
☐ Complete cou	ed in PRISMS	☐ Provide a refusal letter	
☐ Complete cou	ed in PRISMS rse variation in PRISMS	☐ Provide a refusal letter	
☐ Complete cou	ed in PRISMS rse variation in PRISMS t and future enrolments	☐ Provide a refusal letter	





