




## 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*This form is to be completed by Students who requests to withdrawn or release from Alpha English Academy.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 <b>(Please list down ALL the courses you would like to withdraw)</b>	
Reason for Withdraw / Cancellation	
<input type="checkbox"/> I am completing my course early.	
<input type="checkbox"/> I am leaving Australia Permanently.  Attach a copy of one-way flight ticket	
<input type="checkbox"/> I have applied for a new visa  attach a copy of the application and the immigration's Acknowledgement letter	
<input type="checkbox"/> My visa application was rejected or refused.  attach a copy of refusal letter & one-way flight Ticket. <b>(Note: Administration Fee is \$500)</b>	
TRANSFERRING TO ANOTHER 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. <b>Administration fee will \$300 apply, Account Name: Alpha English Academy, BSB:062 010, Account Number: 1160 3756</b>	
Name of provider transferring to:	
_____	
Supporting evidence: <input type="checkbox"/> Offer letter <input type="checkbox"/> 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:	
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## OFFICE USE:

Has the student completed 6 months of principal course?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "NO": Offer Letter provided?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the student paid all outstanding fees?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the release required due to the provider's default?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<input type="checkbox"/> APPROVED		<input type="checkbox"/> NOT APPROVED	
<input type="checkbox"/> Release granted in PRISMS		<input type="checkbox"/> Provide a refusal letter	
<input type="checkbox"/> Complete course variation in PRISMS		<input type="checkbox"/> Recorded in RTOM	
<input type="checkbox"/> Cancel current and future enrolments			
Staff Signature:		Date:	



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Application To Withdraw Form V2025.1

Sydney College of English Pty Ltd trading as Alpha English Academy  
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