



Application for Withdrawal/Cancellation from A Course

Student's Personal Details:

Full Name			
Student ID		Last date of study:	
Course code and Course Name			
Address			
Mobile			
Email			

Please tick the reason for request:

Work Commitments
 Financial Circumstances
 Medical Grounds
 Insufficient study resources and facilities
 Staff quality inadequate
 Transferred to another course at Veritas
 Transferred to another provider (provide admission documents)
 Medical reasons
 Other _____

Important Notes

Please approach the finance department for approval on this application prior to final submission. *(Note: No withdrawal will be approved unless all outstanding fees are paid.)* International students must state the reason for withdrawal from a course at Veritas Institute Australia. Veritas Institute Australia is obliged to report the withdrawal and the reason to DoHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.

Additional Comments

Student Declaration:

I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DoHA for any visa related queries.

Student Signature:		Date:	
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Office use Only:

Finance Approval	Signature		Date	
Request received	Signature		Date	
Request processed	Signature		Date	
Decision granted by	Signature		Date	
Entered in PRISMS	Signature		Date	
Entered in SMS (inc. results)	Signature		Date	
Request denied	Signature		Date	



Reason Request Denied:

Please list below reasons for the denial of cancellation withdrawal request

Office use Only:

Student has been informed of the outcome	Staff Signature		Date	
Student has been informed about rights to complaints and appeals against the outcome	Staff Signature		Date	