



**Application for Withdrawal/Cancellation from Course**

**Student's Personal Details:**

Full Name	
Student ID	
Course Code and Course Name	
Address	
Mobile	
Email	

**Please tick the reason for request:**

<input type="checkbox"/>	Work Commitments	<input type="checkbox"/>	Staff quality inadequate
<input type="checkbox"/>	Insufficient study resources and facilities	<input type="checkbox"/>	Medical reasons (provide evidence such as medical certificates)
<input type="checkbox"/>	Inappropriate Financial Circumstances	<input type="checkbox"/>	Visa Refused (provide visa refusal letter)
<input type="checkbox"/>	Transferred to another provider (provide admission documents)	<input type="checkbox"/>	Transferred to another course at Veritas Institute Australia
<input type="checkbox"/>	Other Reason (Please explain in brief)		

**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**

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**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. I also understand and have been informed about my rights to Complaint and Appeal as per the Complaints and Appeals Policy and Procedure of Veritas Institute Australia if am not satisfied with the outcome of the decision.

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:**

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