

APPLICATION FOR WITHDRAWAL FORM

This form is to be completed by international students who wish to withdraw from their course of study. Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy. Further information can be found in the Student Handbook or on RIC's website.

Your visa may be affected by your application to withdraw so you should contact Department of Home Affairs (DHA) on 131881 to discuss any implications.

Student Name:		Student ID:	
Date of Withdrawal:	/ /	Course:	

I wish to withdraw from the course I am enrolled in with RIC. I wish to withdraw for the following reason:

Have your contact details changed since you last advised us of them? Yes No

If yes, please provide below.

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	
<u>Student</u>		<u>Administrative Staff</u>	
Signed:		Signed:	
Printed Name:		Printed Name:	
Date:		Date:	

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by RIC unless specifically requested.