



Termination / Withdrawal from Enrolled Course Form

Student ID: _____	Name: _____
Contact No: _____	Email: _____
Course _____	D.O.B: _____
Address: _____	

Termination/Withdrawal Details (Please state your reason for Termination/Withdrawal)
 Note: Please attach relevant documents as an evidence to support of your application.

I hereby give notice of my Termination/Withdrawal from my studies at Crown Institute of Business and Technology from the following date ___/___/___ (dd/mm/yy)

Attachment:

- Visa Copy/Letter from Department of Home Affairs (DHA)
- Plane Ticket (One way ticket) and/or Voluntary Student Visa Cancellation Request Form
- COE from other Institution
- Others _____

I declare that the information provided by me is correct. I have read and accepted the Terms and Conditions at the back of the form.

_____ / _____ / _____
 Student's Signature Date

Office Use ONLY

Accounts	Operations Manager/Course Coordinator	Student Support officer
Approved/Refused by:.....	Approved /Refused by.....	<i>Filed the relevant documents in student file and changed status in database</i>
Date	Date.....	By.....
		Date.....

Comments :

Please be aware that as a result of **Terminating/Withdrawing** your course, CIBT will be obliged to notify the Department of Home Affairs (DHA) that you are no longer enrolled as a student of this college. A course withdrawal fee applies to all approved withdrawals as a COE cancellation admin fee. COE Cancellation fee is \$50 per COE.



Terms and Conditions for Termination and Withdrawal from Enrolled Course

- ❑ Students who wish to terminate/withdraw their studies must advise CIBT two weeks prior to the completion of the current term or two weeks prior to tuition fee due date (whichever comes first). For example, if student fee is due on Friday, then student must inform his/her intention to terminate in writing two weeks before on Friday.
- ❑ Refund will be given as per CIBT refund policy (please refer to refund policy available on CIBT website).
- ❑ A course withdrawal fee applies to all approved withdrawals as a COE cancellation admin fee. COE Cancellation fee is \$50 per COE.
- ❑ Students must comply with the Student Visa requirement of staying with the principal course for a minimum of six months before termination/withdrawal may be approved.
- ❑ Student who haven't arrived in Australia and decided to withdraw from the enrolled course(s) must provide an official withdrawal letter from the Department of Home Affairs (DHA).
- ❑ Students who wish to receive other documents such as reference letter or academic results must fill up a request form and pay relevant fees.
- ❑ Student returning to their home country must provide signed Voluntary Student Visa Cancellation Request Form (Please visit DHA for Voluntary Student Visa Cancellation Request Form).
- ❑ Upon request, CIBT will provide the outcome of the termination/withdrawal once we have assessed the documents and circumstances relating to the student's request for termination/withdrawal. The outcome is deemed to be provided after 10 working days from the date of application.
- ❑ If applicable, a release letter may be issued upon approval of termination/withdrawal. Please allow up to 10 working days for issuance.
- ❑ If a student has not maintained satisfactory attendance and / or course progress up to the time of transfer or cancellation, the process of reporting the student to the DHA will continue, even though the student is no longer officially enrolled with the CIBT (As Standard 7 of the National Code 2018).

Student's signature

____/____/____

Date