

WITHDRAWN APPLICATION FORM

About This Form

This form is to be used when making an application to discontinue with your studies. If you are withdrawing before you have completed six months of your principal course of study, you must instead complete the Release Application Form.

Your visa may be affected by your application to withdraw so you should contact the Department of Home Affairs (DHA) on 131 881 to discuss.

Student Name:		Date of Birth:	
Contact number:		Email Address	
Course:			

I wish to withdraw from the course I am enrolled in with Cornell Institute of Training (CIT). 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:	
Student			
Signed:			
Printed Name:			
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 Upon receipt of this form, you will be withdrawn.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 Cornell Institute of Training unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees and Refund Policy for complete details.

Please return this completed form to Cornell Institute of Training
 Level 5, 440 Elizabeth Street
 Melbourne VIC 3000
 Email: info@cornell.vic.edu.au