



## Course Withdrawal/Deferral/Amendment Form

### Section 1 – StudentDetails

<b>Name:</b>			
<b>Address:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Course/ Courses:</b>		<b>Start Date:</b>	/ /

### Section 2 – Change Details

**I wish to withdraw from this course.** I understand I need to abide by the Refunds Policy.

<b>Withdrawal Date:</b>	/ /
<b>Withdrawal Reason:</b>	
<b>Supporting Documents</b>	<input type="checkbox"/> Offer letter from another provider (if transferring to another provider) <input type="checkbox"/> Single flight ticket (if ceasing study and returning home country) <input type="checkbox"/> New visa (if changing visa type) <input type="checkbox"/> Other. Please specify: _____

**I wish to transfer to another course start date.** I understand my transfer will be subject to availability.

<b>Transfer to Date:</b>	/ / or / /
<b>Transfer Reason:</b>	
<b>Supporting Documents</b>	Please specify:

**I wish to defer my enrolment in this course.** I understand that my enrolment has an expiry date.

<b>Deferral Start Date:</b>	/ /	<b>Restart Date: (must be the start date of a new unit)</b>	/ /
<b>Deferral Reason:</b>			
<b>Supporting Documents</b>	Please specify:		



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### Section 3 – Student Declaration

- I am aware my CoE will be varied and my visa status may be affected.
- I am aware of Rosehill College’s relevant Withdrawal, Deferment, and Amendment Policies.
- I wish to request refund, and the Refund Request Forms is completed and attached.

**Student Signature:**

**Date:**

/ /

### Section 4 – Authorisation

Requested Change has been approved?

Yes

No. Reason: \_\_\_\_\_

**Print Name:**

**Position:**

**Signature:**

**Date:**

/ /

### Section 5 – Admin Use ONLY

**No Fee Outstanding:**

Yes

No. Please specify: \_\_\_\_\_

**Required supporting document/s received**

Yes

No. Please specify: \_\_\_\_\_

**Updated on SMS:**

Yes

No

**Date:**

/ /

**Updated by:**

**Signature:**

**Updated on PRISMS:**

Yes

Not applicable

**Date:**

/ /

**Updated by:**

**Signature:**

**Formal Letter/Email Sent:**

Yes

No

**Date:**

/ /

**Sent by:**

**Signature:**

### Document Control

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