

**HARWARD INTERNATIONAL COLLEGE**

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**COURSE WITHDRAWAL  
RELEASE LETTER FORM****Office Use Only**

<b>Part A: Personal Details</b>	<b>Student ID</b>	
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Student Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Gender:  Male  Female

<b>Part B: Course Details</b>
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Course Enrolled: \_\_\_\_\_  
 Group No.: \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 Proposed Finish Date: \_\_\_\_\_

<b>Part C: Course Details</b>
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Date of Lodgment: [DD/MM/YYYY]

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

I have discussed the reasons for withdrawal from the course with

Yes  No

<b>Part : Student Declaration</b>
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The information provided by me is true and correct. I have read and understood the information on this form. I have provided the following required information (please tick box):

Detailed letter including reason(s) for requesting a course Withdrawal

Provided documents as mentioned in the important note section of this form

\_\_\_\_\_  
**Signature of Student** **Date Today**

<b>Date of Lodgment</b>		<b>Received by</b>	
<b>Student Services Section</b>			
<b>Last day of Attendance</b>		<b>Checked by</b>	
<b>Finance Section</b>			
<b>Fee Status</b>		<b>Checked by</b>	
<input type="checkbox"/> To date			
<input type="checkbox"/> Outstanding: AUD_____			
<b>Refund</b>		<b>Checked by</b>	
<input type="checkbox"/> Approved			
<input type="checkbox"/> No Refund			
<b>Decision of Withdrawal</b>			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Disapproved			
<b>Student was notified</b>			
<input type="checkbox"/> Yes   Date: __/__/__		<input type="checkbox"/> No	
<b>Decision Of Release</b>			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Disapproved			
<b>Student was notified</b>			
<input type="checkbox"/> Yes   Date: __/__/__		<input type="checkbox"/> No	

**Important Note(s)**

- After receiving all the required information, it will take 7 working days for processing of an application
- This form can only be processed if you provided the following:
  - Detailed letter including reason(s) for requesting a course withdrawal
  - Current and valid offer letter from another CRICOS registered provider, if you wish to transfer between provider
  - Additional evidence of exceptional and compelling circumstances (e.g. general physician certificate)
- This may impact your student visa if you withdraw from your course. You cannot remain in Australia on a student visa unless you are studying. You should contact the Department of Immigration and Citizenship (DIAC) on 131 881 regarding the implications for your visa status.
- Refund application will be assessed against the College's Refund Policy