



HARWARD INTERNATIONAL COLLEGE

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Course Withdrawal & Release Form

Part A: Personal Details	Student ID	
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Student Name: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

Gender: Male Female

Part B: Course Details

Course Enrolled: _____

Group No.: _____

Start Date: _____

Proposed Finish Date: _____

Part C: Course Details

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

Part : Student Declaration

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

Refund application form

Signature of Student Date Today

Office Use Only

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

Document Control

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