



## Application to Withdraw

This form is to be completed by students who wish to withdraw/cancel from their course of study. Please complete all fields and email this form as well as any supporting documentation to the Admissions Team at [admissions@sccm.edu.au](mailto:admissions@sccm.edu.au). Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy. If your cancellation request is approved, government legislation requires Sydney City College of Management to inform the Department of Home Affairs (DHA) of the cancellation. Withdrawing from your course will result in cancellation of your CoE and this may affect your student visa.

### STUDENT DETAILS

<b>Student Name</b>		<b>Student ID</b>	
<b>Email</b>		<b>Mobile</b>	

### COURSE/S DETAILS

If the student wants to withdraw from the current course and all the subsequent courses enrolled with SCCM, please list the courses below.

<b>Current course title:</b>	
<b>Subsequent course(s) titles</b>	

### REASON FOR WITHDRAWAL

Please tick the most appropriate box that gives the reason for your action and provide the relevant supporting documentation.

Reason	Supporting Document
<input type="checkbox"/> Returning to home country	One way airline ticket to home country
<input type="checkbox"/> Transfer to another RTO	An unconditional Letter of Offer from the education provider you wish to transfer to

**Other reason, please specify (Please detail your reason(s) for wishing to withdraw from your course(s) and attach any supporting documentation to support your request. Attach additional sheets if necessary)**

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## STUDENT DECLARATION

- I declare that all information and supporting documentation provided by me is true and correct.
- I understand that I must have completed at least 6 months of my principal/ main course to be eligible to apply for Change of Provider. I also understand that I must provide evidence of enrolment (such as an unconditional Letter of Offer) at another provider to support my request.
- I understand that if I'm returning offshore, I must provide evidence of my intention to return permanently to my home country.
- I understand that the Letter of Release will be issued only under certain circumstances as per SCCM transfer between providers policy.
- I understand that I must pay any administration processing fees or/and any outstanding tuition fees prior to receiving a release letter or receiving any Statement of Attainment.
- I understand if the withdrawal is granted, I will receive a release letter. If the application is rejected, I have the right to appeal by completing an internal appeal form.

<b>Student Signature</b>			<b>Date</b>	
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## OFFICE USE ONLY

<b>Supporting Documentation Attached?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>		
<b>Fees Paid, if applicable</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>		
<b>If No, Total Fees Owning</b>				
<b>Fees Owning Received</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>		
<b>Decision Outcome</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Declined</b>		
<b>Reason(s) for Outcome</b>				
<b>Student Notified</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>		
<b>Processed by</b>				
<b>Signature</b>			<b>Date</b>	