**STUDENT WITHDRAWAL FORM**

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| Complete and sign this Form and forward to GBCAAddress: 337 -339 Latrobe Street, Melbourne 3000 |
| Student Full Name |  |
| Student ID |  | Date of birth |  |
| Email Address |  | Mobile Number |  |
| Current address |  |
| Course Code and Title |  |
| **I WOUWITHDRAW OF COURSE** |
| I would like to withdraw from my course. The reason for my withdrawal is:[ ]  I would like to leave GBCA and transfer to study at another provider. Name of the new provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  I do not want to continue studying in Australia and planning to return to my country[ ]  Other (please specify):  |
| By signing this declaration, I declare the following is true:* I have read, understood and agreed to the terms and conditions of the Global Business College of Australia refund policy as stated in the GBCA Student Information Booklet and GBCA website
* I am aware that withdrawal from my course is not an automatic release from GBCA.
* ***I am aware that GBCA must give particulars of a breach by an accepted international student of a prescribed condition of a student visa even if the student has ceased to be an accepted student of the provider eg. an international student cannot avoid being reported to Immigration for non-payment of fees, failure to progress through their course, non-attendance (not genuine) by cancelling their Confirmation of Enrolment with GBCA*.**
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| Student Signature |  | Date: |  |
| Parent / Carer Signature (for student under 18) |  | Date: |  |

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| **OFFICE USE** |
| I have discussed with the student in person and I have:* Discussed with the student and relevant parties about their reasons to leave GBCA
* Explain to the student about the potential impact of the cancellation on their student visa

I recommend that the student’s enrolment will be cancelled based on:[ ]  Student completed course early[ ]  Student left GBCA and transfer to another provider [ ]  Student notify cessation of study[ ]  GBCA’s decision to cease student enrolment based on non-payment of fees[ ]  GBCA’s decision to cease student enrolment based on disciplinary reason[ ]  Unsatisfactory course progressName of the student support person: \_\_\_\_\_\_\_\_\_\_\_ |
| The application has been cancelled on PRISM [ ]  Cancelled  |
| **COMPLIANCE MANAGER PRINTED NAME AND SIGNATURE** |  |
|  |  |
| DATE: |  |