**STUDENT WITHDRAWAL FORM**

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| Complete and sign this Form and forward to GBCA  Address: 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*.** | | | | | | |
| 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 progress  Name of the student support person: \_\_\_\_\_\_\_\_\_\_\_ | |
| The application has been cancelled on PRISM  Cancelled | |
| **COMPLIANCE MANAGER PRINTED NAME AND SIGNATURE** |  |
|  |  |
| DATE: |  |