

INTERNATIONAL STUDENTS – WITHDRAWAL / REFUND FORM



Refer to the Current Year's Fees and Charges Policy for Refund Criteria

STUDENT TO COMPLETE THIS SECTION AND RETURN TO TEACHING DEPARTMENT (Please Print)			
Student ID Number		Date of Birth	

THIS SECTION TO BE COMPLETED BY TEACHING DEPARTMENT

Family Name			
Given Names			
Address	Street		
	Suburb		
	State	Post Code	
Phone	Home	Mobile	Work

DETAILS OF COURSE			
Course Name			
Course Code		Date commenced study	
Semesters completed	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2
	<input type="checkbox"/> 3	<input type="checkbox"/> 4	
Withdrawal 28 days prior to course commencement / semester start date for the course <input type="checkbox"/> Yes <input type="checkbox"/> No			

REASON FOR WITHDRAWAL / REFUND			
<input type="checkbox"/> Returning home	<input type="checkbox"/> Cessation of Studies		
<input type="checkbox"/> Visa refused	<input type="checkbox"/> Change of visa subclass		
<input type="checkbox"/> Changing to another Provider	New Provider Name		
<input type="checkbox"/> Transferred to other Chisholm course	<input type="checkbox"/> Reported for non compliance		
<input type="checkbox"/> Withdrawn in good standing			
<i>Student Signature (please sign and return to Teaching Department)</i>			<i>Date</i>

WITHDRAWING TEACHING DEPARTMENT TO COMPLETE AND RETURN TO ISP (Refer over page)		
<input type="checkbox"/> Student withdrawal noted	<input type="checkbox"/> All equipment on loan to student returned	
<i>Department Manager or Program Coordinator name</i>	<i>Signature</i>	<i>Date</i>

INTERNATIONAL STUDENT PROGRAMS TO COMPLETE			
Withdrawal supported <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:			
Refund approved <input type="checkbox"/> Yes		Tuition Fee Refund	\$
<input type="checkbox"/> Withdrawal made on ISMA	Date	Materials Fee Refund	\$
<input type="checkbox"/> Refund application sent to Finance	Date	Less Administration Fee	\$
<input type="checkbox"/> CoE cancelled	Date	TOTAL REFUND DUE	\$
<input type="checkbox"/> File placed in completed cabinet	Date	Refund Due Date	
Refund by Cheque	<input type="checkbox"/> YES	Comments:	
Refund by EFT	<input type="checkbox"/> YES		
Bank			
BSB			
Swift Code			
Account Number			
Account Name		<i>Manager ISP Signature</i>	<i>Date</i>

