
APPLICATION FOR WITHDRAW FORM

This form is to be completed if you are applying to withdraw from a course or unit. Please refer to the Course Transfer Policy & Cancellation and Refund Policy on the website before completing the form. The completed form and supporting documents must be submitted to support@aestudy.com. Please note that depending on when you lodge your withdrawal application, you may be liable academically and financially. To avoid these penalties, students must lodge their withdrawal application at least 28 calendar days prior to the commencement of the relevant study period.

SECTION 1: PERSONAL DETAILS

First Name

Surname

Student ID

Course

SECTION 2: WITHDRAWAL TYPE

Do you have any outstanding fees?

Yes

Course fees

No

Other:

When do you want this withdrawal application to take effect (date or study period)?

I wish to withdraw from a unit

Unit code

Unit title

Unit code

Unit title

Unit code

Unit title

Unit code

Unit title

I wish to withdraw from the whole course

Withdrawal reason:

SECTION 3: INTERNATIONAL STUDENTS

Are you requesting a Letter of Release? Yes No

If yes, have you:

Provided a Letter of Offer from another college? Yes No

Read the Student Handbook? Yes No

And either:

Completed at least 6 months of your principal course at Academy of Entrepreneurs? Yes No

OR

Provided evidence of compassionate and compelling reasons for the withdrawal? Yes No

Supporting documentation (International students only)

Please tick relevant document from the list below. If you have ticked 'Other', please provide a brief note in the box provided and attach all relevant evidence to this form.

Medical Certificate

Letter of Offer

Police report

Letter detailing withdrawal reason

Counsellor/Psychologist evaluation Court or legal documentation

Other (please specify and attach documentation) Statutory Declaration (outlining circumstances)

SECTION 4: DECLARATION

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.

I have read and understood the Course Transfer Policy & Cancellation and Refund Policy

I am aware of potential financial/academic penalties associated with withdrawing from my course or units

I have discussed my options with a representative from the Academy of Entrepreneurs.

International Students - I have attached the following supporting documents:

- Letter of Offer
- Letter detailing your withdraw reason

Student signature

Date