

# Application for Withdrawal

**Important:**

- You **MUST** complete and submit this form to the Admissions Officer or email the form to admissions@stanleycollege.edu.au.
- You will be notified about the outcome of your request for Withdrawal within 10 working days from the date Stanley College **receives** your application.
- Please read the Stanley College Deferral, Withdrawal and Course Extension Policy and Procedure (available in our College website) before completing this form to identify if you meet the requirements to be granted a deferment of studies.

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Course Name:</b>			

I am applying for:  A withdrawal from studies

Proposed date the withdrawal shall be effective: \_\_\_\_\_

Reasons for your application for Withdrawal (Please attach supporting documents):


**Declaration**

I, \_\_\_\_\_ (Student Name), understand that:

- This application will be considered in accordance with Stanley College’s Deferral, Withdrawal and Course Extension Policy and Procedure.
- I understand the implications on my student visa, should my application be successful. Furthermore, I am required to contact the Department of Home Affairs (DHA) to clarify the status of my visa should this application be successful.
- I have attached all relevant supporting documents. I understand that Stanley College can only make a decision based on the reasons stated herein and the supporting evidence provided.
- I understand that should I wish to re-apply for admission, I will be subject to the same entry requirements as all other applicants at the time of applying.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

Received By:	Date:
Outcome: <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	Registrar:
<input type="checkbox"/> Variation lodged on PRISMS _____ Date: _____ <input type="checkbox"/> Calendar Notation made _____ Date: _____	
<input type="checkbox"/> Outcome advice email sent to student <input type="checkbox"/> Withdrawal entered into Meshed <input type="checkbox"/> Notice sent to Unit Lecturer	
<input type="checkbox"/> Tasks Completed Date: _____	