

Withdrawing from a Program or Unit

This form is for use by all students who wish to withdraw from their program of study or unit(s) from their program

Personal Details:

SIBT Student ID:

Family Name:

Given Names:

International Student or Local Student

If local, are you a Fee Help Student

Yes

No

If International and you are withdrawing from your program, do you require a release letter?

Yes

No

If yes, required documents:

Completed SIBT Application to transfer to another provider form

A statement explaining why you are applying for a release

An unconditional offer from another provider

Sponsored Student: Yes

No

Under 18: Yes

No

Date of Birth:

Local Address:

Mobile Number:

Home Number:

Email Address:

This application is to be completed, authorised and accompanied with a letter of acknowledgment signed by both applicant (student) and an SIBT Administration staff member. Students withdrawing must have an interview with an SIBT Student Advisor.

Indicate reasons for withdrawal from your program and/or unit(s) and attach supporting documents:

SIBT Program: _____

Unit Code	Unit Name	Group Number

This section MUST be completed by international students

Address in Home Country:

Overseas Telephone:

I understand that if I withdraw from a program in the future, I will be liable for all fees and charges, whether paid or outstanding, in accordance with the SIBT Refund Policy. I acknowledge that I have read and understood the SIBT Refund Policy in relation to these matters. I am aware that in order to gain approval for withdrawal I must attend an interview with an SIBT Student Advisor.

Student Signature: _____ Date: _____ (Refund policy applies from this date)

Office Use Only

Student Services Checklist

- Student has provided required supporting documentation
- Check if student owes fees:
 - Students who have outstanding fees are required to meet with accounts to discuss their circumstances.
- Check if student is under 18:
 - Written approval received from student's parent and/or guardian
- Check if student is sponsored:
 - If so, refer to Sponsor Administration Officer
- Check if student is international:
 - Evidence attached that student is, or will soon be, leaving Australia
 - Has provided airline ticket

Academic Decision

Withdrawal approved: Yes No, give reason: _____

Grade changes: N/A W Grade WF Grade Delete units (Weeks 1 – 4)

Academic Manager: _____ Comment: _____

Finalise

- Letter of Acknowledgement signed by student
- Copy of Letter of Acknowledgement signed by Student Services issued to student
- Add Academic notes on Admin Portal

Staff initial: _____ Date: ____/____/____

Student Administration

- Update grade(s) or delete enrolment on the Portal
- Adjust absences on the Portal
- MAZE – Change status to W and enter exit detail - reason and date of withdrawal
- MAZE – Update the program progression details
- Process SIBT eCoE (Cessation of Studies)
- Inform Packaged University to process eCoE (Non-commencement of Studies)
- Student informed of eCoe's cancellation

Staff initial: _____ Date: ____/____/____

Finance

Refund policy applies as at date of application

Total fees paid: \$ _____

Less: Cancellation Fee _____% X \$ _____ = \$ _____

Other: _____ \$ _____

Total refund \$ _____

On-line refund form submitted: Yes No

Staff initial: _____ Date: ____/____/____