



NAFET

National Academy of Further Education & Training

APPLICATION FOR WITHDRAWAL

This form is to be completed and lodged in to Administration if a student wishes to withdraw from NAFET. Students will be notified of the outcome in writing within 10 working days upon receipt of this application.

Note that students who wish to withdraw from NAFET before completing the first 6 months of their principal program and transfer to another provider must complete and lodge the *Application for Transfer and Release* form. This form can be obtained from Administration.

Student ID No.									
Given Name(s)									
Surname									
D.O.B (dd/mm/yyyy)				Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>			
Course									
Address									
Suburb				Postcode					
Home Phone				Mobile Phone					
Email									

Declaration

I would like to withdraw completely from the Institute. I hereby understand and acknowledge that cancellation of my enrolment may affect my visa and that I should contact DIAC on 131 881 or visit their website www.immi.gov.au for information regarding on how the potential change to enrolment status may impact on my visa.

Students who wish to apply for a refund of fees should refer to NAFET's refund policy to see if they are entitled for a refund. The *Refund Application* form can be obtained from Administration.

Please indicate your reason for withdrawal from the course(s) or from the Institute.

Transfer to another institution (specify name):

Health problem(s):

Financial problem(s):

Academic difficulties:

Employment offer:

Family, friend(s) or other (please explain):

Signature

Date

/ /



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Office Use Only			
Received by Administration		Name:	Date: / /
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Release Letter Required
Comments			
Administration Executive Signature		Date:	/ /
Action Required	Actioned By	Date	
<input type="checkbox"/> Student provided written notice of decision		/ /	
<input type="checkbox"/> PRISMS – eCoE cancelled		/ /	
<input type="checkbox"/> Course Co-ordinator advised		/ /	
<input type="checkbox"/> Refund processed (if applicable)		/ /	
<input type="checkbox"/> Database updated		/ /	
<input type="checkbox"/> All documents filed in student folder – Administration Department		/ /	
<input type="checkbox"/> All documents filed in student folder – Financial Department		/ /	
<input type="checkbox"/> All documents filed in student folder – Compliance Department		/ /	