

SC16.11: Application for Withdrawal Form



Domestic Students

Student Name:		Student ID:	
Date of Withdrawal:	/ /	Course:	
Workplace (if trainee or apprentice):			

I wish to withdraw from the course I am enrolled in with BCCI. I wish to withdraw for the following reason:

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Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	
<u>Student</u>	<u>Employer/Workplace</u> (only required for trainees and apprentices)		
Signed:		Signed:	
Printed Name:		Printed Name:	
Date:		Date:	

Trainees and apprentices: You may need to also complete a traineeship/apprenticeship cancellation form to cancel the agreement with the state training authority.

Please forward this completed form to our office.

- Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.
- If competencies have not been attained, no further notification of withdrawal will be provided by BCCI unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees and Refunds Policy for complete details.