



## APPLICATION FOR WITHDRAWAL

- This form is to be completed by international students who wish to withdraw/cancel from their course of study. Cancellation of studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy & Procedures. Further information can be found in your Student Handbook.
- Your visa may be affected by your application to withdraw so you should contact Department of Home Affairs (DHA) on 131 881 to discuss any implications.

Please forward this completed form at <a href="mailto:admissions@stc.edu.au">admissions@stc.edu.au</a> or hand it to our staff at reception.							
Upon receipt of this form and approval of your application, you will be withdrawn. Once your withdrawal has been processed, you may 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. To apply for a refund of course fees paid (if applicable), please use the Application for Refund Form.							
<b>Student Full Name</b>				<b>Date:</b>  _____			
<b>Student ID</b>							
<b>Course Code</b>							
<b>Course Name</b>							
<b>I wish to withdraw from the course I am enrolled in with Signature Training College. I wish to withdraw for the following reason/s:</b>							
I have discussed the reasons for withdrawal from the course with the Principal or Academic Manager				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have your contact details changed since you last advised us of them? <b>If YES, please fill in your updated contact details below:</b>				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Home address</b>							
<b>Suburb</b>				<b>Postcode</b>			
<b>Email address</b>							
<b>Mobile</b>				<b>Telephone</b>			
<b>RTO USE ONLY</b>							
<b>Student</b>	<b>Name</b>			<b>Signature</b>		<b>Date</b>	
						_____	
Received by:		Signature:			Date Received:		
<input type="checkbox"/> <i>VETtrak updated</i>		<input type="checkbox"/> <i>Documents filed/uploaded</i>			<input type="checkbox"/> <i>Email sent to the student</i>		

**Parramatta Campus**

📍 Suite 1, 191 Church Street Parramatta NSW 2150

**Camellia Campus**

📍 Suite 2C L1, 1C Grand Avenue Camellia NSW 2142

**International Students**

✉️ [info@stc.edu.au](mailto:info@stc.edu.au)

☎️ 1-800-STC-EDU (1800-782-338)

(02) 8806 3939 | +61 466 666 913

**Domestic Students**

✉️ [info@signaturetraining.edu.au](mailto:info@signaturetraining.edu.au)

☎️ (02) 8896 2036 | +61 452 232 813

+61 460 003 311