

# Course withdrawal Form - Student

This form is completed if you are withdrawing from a qualification course that you're enrolled to study with Q Academy. It is important that prior to filling in this form you read the terms and conditions of your enrolment, these are on your enrolment form.

## Personal Details

Name		
Contact number		
Contact Email		
Course		Campus
Payment method		

## Full fee paying student

<i>I am requesting a refund of fees paid</i>	Y	N
<i>I have read the refund policy for my method of study and believe I am eligible for a refund</i>	Y	N
<i>I am withdrawing prior to listed cooling off period</i>	Y	N
<i>I have returned all of the property provided in reusable working order</i>	Y	N
<i>I understand that any listed non-refundable application or material fees will not be refunded</i>	Y	N
<i>If applicable for refund, I understand that my fees will be repaid in line with the terms and conditions of enrolment which states they will be paid at a maximum rate of \$500.00 per month until the full refund amount has been paid</i>	TICK	

## Reason for Withdrawal


## SUPPORTING DOCUMENTS

Medical Report		Letter from employer	
Other (attach documents)			

**DECLARATION** *I declare that to the best of my knowledge, the information supplied on this form is all true and correct.*

Signature

Date

Office Use only

Date

Notes

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Office use only

Received by

Date

/

/

Documents sighted and attached

YES

NO