

# STUDENT WITHDRAWAL REQUEST FORM

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This form is to be completed by students who are applying to withdraw from a course or unit(s) of competencies. Please refer to the Fees, Withdrawal and Refund Policy on the CHARLTON BROWN® website before completing the form. For students enrolled under the VET FEE-HELP loan scheme, use the Withdrawal Form – VET FEE-HELP.

Completed forms must be submitted to: [studentservices@charltonbrown.com.au](mailto:studentservices@charltonbrown.com.au)

## Section A – Personal Details

Family Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Student Number: \_\_\_\_\_

Course/s Enrolled: \_\_\_\_\_

Commencement date: \_\_\_\_\_

## Section B – Reason for withdrawal

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section C – Student Declaration

- I declare that I wish to withdraw from the course/unit(s) of competency which I am enrolled in with CHARLTON BROWN®
- I have discussed my options with a representative of the college
- I am aware of potential financial and academic penalties associated with withdrawing from my course
- I declare that the information I have supplied on this form is true and correct

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_