

NOTIFICATION OF STUDENT WITHDRAWAL FROM THE ACADEMY

DOMESTIC STUDENTS - Note: This form will not be accepted for processing unless accompanied by the applicable administration fee. This amount will be calculated as follows: from enrolment until two weeks after commencement, a fee of \$50 per unit is payable; from two weeks after commencement until the census date, a fee of \$100 per unit is payable (to maximum of \$500). Students who have already paid upfront tuition fees may elect to have the administration fee deducted from the balance due to be refunded.

INTERNATIONAL STUDENTS – No administration fee is required; refunds will be determined as per the Academy's Student Assurances Statement

Date Semester 1 Semester 2 Year

Student Name Student ID Number

Address

Suburb/Town State Postcode

Phone Number Mobile

Email

1. Are you transferring to another institution? Yes No

If yes, which institution will you be attending?

2. What are your reasons for leaving the Academy? Please tick all reasons that apply to your decision.

Personal

- Your health
- Family health
- Need time away from studies
- Re-locating
- Commuting distance too great
- Emotional problems
- Uncertain of future plans
- Felt discriminated against - please specify*
- Taking time off to travel
- Accommodation difficulties
- Other - please specify*

Academic:

- Classes are too difficult
- Classes are not challenging enough
- Too many required classes
- Workload too great
- Disappointed in quality of teaching

Institutional

- Desired major not offered
- Academic advising was inadequate
- Unhappy with Academy rules/regulation
- Problems with Academy faculty/staff
- Dissatisfied with social life
- Dissatisfied with facilities - please specify*
- Academy too liberal
- Academy too conservative

Financial:

- Insufficient financial aid received
- Tuition fees not affordable
- Inadequate student employment

Employment:

- Accepted full-time job
- Conflicting demands of job and school

* Please use the back of this form to add more.



3. Was there anything the Academy might have done to help you remain a student here?

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Student's Signature: Date:

- Student ID card returned
- Academy property returned
- Student database
- Business Manager

APPLICATION FOR REFUND OF FEES

Date: Semester 1 Semester 2 Year

Student Name: Student ID Number:

Address:

Suburb/Town: State: Postcode:

Phone Number: Mobile:

Email:

1. What was the last date you attended classes during the semester you are withdrawing from?
2. Are you on FEE-HELP? Yes No
3. Amount applying to be refunded \$.....

An amount in accordance with the Academy's refund policy will be deducted.

Student's Signature: Date: