

# Withdrawal Application Form

[www.mcgill.edu.au](http://www.mcgill.edu.au)

## ABOUT THIS FORM

This form is to be used when making an application to discontinue with your studies. If you are withdrawing before you have completed six months of your principal course of study, you must instead complete the Release Application Form.

## STUDENT DETAILS

**First Name :** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth (dd/mm/yyyy):** \_\_\_\_\_ **Gender:**  Male  Female  Other \_\_\_\_\_

**Nationality:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

Address including street number and name, suburb or town, postcode and country: \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## STUDENT DETAILS

Please briefly describe the reason you have decided to discontinue your studies. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please specify the date from which you would like this withdrawal notice to take effect. \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Important:** Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn or released.

Once your withdrawal or release 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 McGill Institute Australia unless specifically requested.

If you wish to apply for a refund, a separate 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.

## OFFICE USE ONLY

**Authorised by:** \_\_\_\_\_ **Signature:**  **Date:** \_\_\_\_\_