

WITHDRAWAL, DEFERMENT, AND SUSPENSION FORM

This form is to be completed by students who wish to withdraw, suspend, or defer their course of study. Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy & Procedure. Further information on evidence to be submitted can be found in the Deferral, Suspension and Cancellation Policy & Procedure.

Student Name		Student ID	
Date of Birth		Passport ID Number	
Date of Withdrawal		Last day of attendance	
Date of Return in case of Deferment		COE Update Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Withdrawal/ Deferment/ Suspension in Detail			
Student Signature		Date	
Legal Guardian Signature (If Student is under 18)		Date	

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn.

Once your withdrawal 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 Melbourne Institute of Business and Commerce unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Refund Policy for complete details.