Course Withdrawal/ Fee Refund or Variation of a Course Form

This form is to be completed by international students who wish to withdraw/ fee refund or request for a variation from their course of study. Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy. Further information can be found in the International Student Handbook.

Your visa may be affected by your application to withdraw/ fee refund or variation of a course so you should contact Department of Home Affairs (DHA). on 131881 to discuss any implications.

Student Name		Student ID	
Course Name		Course Code	
Study commenced	☐ Yes ☐ No	Date of Application	
Reason for application	Withdrawal / Fee refund	Variation of course	

Details of reason: _____

_____

_____

_____

_____

Relevant documents submitted: Yes   No   Please refund my fee to my nominee

☐   ☐   ☐

Nominee details

Full Name		Relationship	
Address			
Phone Number		Email:	

EFT Payment Details

Account Name		Bank Name	
BSB Number/Swift Code		Account Number	

Student Current contact details

Mailing Address	
Phone Number	Email:

Student Signature	
Date	

Please forward this completed form to our office. Upon receipt of this form, we will process the application.

Once your application 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 about application will be provided by Aspen College unless specifically requested.

If you wish to apply for consideration of a reduction in outstanding fees, please attach a separate application with this form to our office. Please refer to our Fees and Refund Policy for complete details.

OFFICE USE ONLY

Description	Amount (AUD)
Total Fee deposited	
Application Fee (Non-Refundable)	
Material Cost	
Tuition Fee	
Total Refundable amount	

Processed by		Processed Date	
Invoice No		Invoice Date	
Approved by		Date	

Admin Staff Member _____

CoE Process:

☐ Cancellation done   ☐ Variation done

Pentagon College Australia
Course Withdrawal/ Fee Refund or Variation of a Course Form V1.0