



1. This form is to be completed by all students enrolled at Sheffield College (Sheffield) for request to withdraw from the course/s. All applications will be assessed on the basis of Sheffield College's Term and Conditions of Enrolment, Withdrawal and Release Policy, the Fee Payment Policy and Refund Procedure.
2. Please note Sheffield will be able to process the withdrawal request when there is no Outstanding fees that the student is expected to pay to Sheffield. In the event that the student has outstanding fees, he/she must clear the dues before applying for the withdrawal.
3. An admin fee of AUD300-00 must be paid along with this application

Student Details

Student Full Name:	
Student ID:	
Date of Birth:	
Qualification enrolled:	

Details of Withdrawal Application

Please outline the circumstances /reasons for seeking a withdrawal

Evidence attached in support of the circumstances / reasons outlined Yes No

Note: Please be advised that Sheffield College cannot assess student's application, if they fail to attach evidence to support the circumstances / reasons outlined.

List the Evidence/ supporting documents attached:



Student Declaration : Please tick each box

1	I confirm the information provided in this form is true and correct <input type="checkbox"/>
2	I have read and understood Sheffield College's Withdrawal and Release Policy <input type="checkbox"/>
3	I have read and understood Sheffield College's Complaints and Appeal Process <input type="checkbox"/>
4	I understand that, by filing this form it does not guarantee me a withdrawal, and I must continue attending my classes as normal until I receive an outcome of my application. <input type="checkbox"/>

Student Full Name:	
Student's Signature:	Date:

A response to your request will be made in writing within 10 working days from the receipt of complete Application along with the documented evidence/s

Office Use Only:

1. Date of Complete Application Received including supporting documents : ___/___/___
2. Sheffield Due Date (10 working days) : ___/___/___
3. Fees Status Checked (tick One) : 1. No fees Due 2.Fees Due: (Sheffield cannot process the request further until the outstanding fees is cleared by the student)

d) Withdrawal Request- : (please tick one) Approved Not Approved

Reason /s: (attach documents if applicable)	Signature:
Student informed of the outcome by Email :	

Database:

- a) Student File Updated Yes No b) PRISMS Updated (if Approved) Yes No

Signature _____ Request Closure Date: ___/___/___