

International Students Withdrawal and Refund Application Form

Please forward to studentservices@leculinaire.edu.au , post: 424 Harris Street Ultimo 2007 (attention Student Services)
or hand in to Student Services located on Level 1

GENERAL INFORMATION

This form is to be completed by **international students** who wish to withdraw from their course of study. Further information can be found in International Student Handbook.

COURSE CANCELLATION (NOT YET COMMENCE THEIR COURSE)

1. The cancellation form for students who have not commenced or studied their course yet.
2. Students may be or may not be eligible to cancel their course.
3. The course cancellation request can be considered on the grounds of illness, injury, or compelling personal circumstances.
4. Supporting evidence must be submitted along with this application (the cancellation request will not be assessed if documents are in-complete).
5. If the complete document is received, the processing time frame is a minimum of 10 working days to finalise outcome and up to 28 working days for refund of money.

COURSE WITHDRAWAL (Enrolled student)

1. Continuing students who wish to withdraw or terminate their enrolment must submit their application before the term has commenced.
2. Continuing students may or may not be eligible to withdraw if students do not complete the first six months of principal CoEs (Enrolled as a package course).
3. The course withdrawal request can be considered on the grounds of illness, injury, or compelling personal circumstances.
4. 100% of next term tuition fee may be required to pay to Le Culinaire Hospitality Institute, please see **International Student Handbook, Course Cancellation prior/after commencement chargers.**
5. Supporting evidence to be submitted along with this application (The withdrawal request will not be assessed if documents are in-complete)
6. If the complete document is received, the processing time frame is a minimum of 10 working days to finalise outcome and up to 28 working days for refund of money.

Please note: Cancellation or withdrawal from an enrolment may affect the student visa granted. Le Culinaire Hospitality Institute will notify the Department of Education and Training, and Department of Home Affairs via PRISMS as required under the ESOS Act 2000.

Student Personal Information

Student Full Name:

Student ID Number:

Email Address:

Contact Number:

Course Enrolled:

Course Commencement date :

Course Completion Date :

Application Details

Cancelation/Withdrawal of Enrolment

Note: Cancelation/Withdrawal of your enrolment will affect your student visa. You must contact the Department of Home Affairs (DHA)

for visa information before submitting this form. Contact DHA by telephone on 131 881 or through their website at homeaffairs.gov.au/

Reason (please attach any supporting evidence)

- Withdraw from Course
 Did not meet entry requirements
 Change of VISA status.
 Student Visa Refused
 Return to home country
 Transferring to another Training Provider

Please check one of the boxes below and attach supporting documents.

- Flight tickets
 Medical certificate
 Copy of new VISA
 Other Supporting Documents _____

Request of Release Letter – (changing to another provider)

Attach the following documents.

- A valid offer letter showing the intended course(s) and registered provider of transfer.
- A written statement detailing the reasons why you wish to transfer providers and how this transfer will benefit you.
- Evidence of meeting the criteria for transfer between providers described in the International Students Withdrawal, Transfers and Refund Policy.
- If you are under the age of 18, written approval from a parent or legal guardian supporting the transfer.

Note: Your application for release will be assessed in accordance with Le Culinaire Hospitality Institute, International Students Withdrawal and Refund Policy.

The outcome of the application will be communicated to the student in writing within **10 business days** from the date the application has been submitted.

Refund of Fees (please refer International Student Handbook, Course Cancellation prior/after commencement charges)

Refunds will be deposited into your nominated bank account.

Refund to an Australian Bank Account

Account Name: _____

Bank Name: _____

BSB: _____ Account Number: _____

Refund to an Overseas Bank Account

Bank Name: _____ Account Name: _____

SWIFT code: _____

Account Number: _____

IFSC/IBAN/CNAPS: _____

Student Declaration	APPROVED REFUND - OFFICE USE ONLY
<p>I have carefully read and understand Le Culinaire Hospitality Institute International Students Withdrawal, Transfers and Refund Policy and that any refund of fees will be as per this policy.</p> <p>Student's signature:</p> <p>Date:</p>	<p>Total Refund: \$</p> <p>Refund Processed By:</p> <p>Date:</p> <p>Refund Approved by:</p> <p>(CEO/DIRECTOR/PEO)</p> <p>Date:</p>

OFFICE USE ONLY	
This application has been assessed and approved <input type="checkbox"/> OR rejected <input type="checkbox"/>	
Position:	Print Name:
Signature:	Date:
Participation and results finalised in student. management system Reviewed by:	YES or NO Date of Action:
Finance Reviewed by:	Date of Review:
PRISMS Action by:	Processed Copy on Student File: YES, of NO
Date of Action:	
SMS Finalised by:	
Date of finalised:	
Student notified of outcome:	YES or NO (CIRCLE) Date Notified: