



Form checked, scanned, MAZE code (WDR1) entered by: Student
 Services Staff Name: _____ Date: _____

Request received: By student in person
 By email

WITHDRAWAL REQUEST – WITHDRAWAL FROM COURSE

STUDENT TO FILL OUT “PART A” TO “PART D”

DEADLINE : Submit no later than Monday (end of business day – 4.30pm)

OUTCOME/REPLY : will be emailed Tuesday of the following week (end of business day – 4.30pm)

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Applying to withdraw from:	<input type="checkbox"/> Diploma / Advanced Diploma / UF / PFD <input type="checkbox"/> Bachelor or MBA (use ECU form)		Semester:
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please attach Approval Letter with Parents/Guardian' signature)		
Do you have a payment plan?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, payment plan will be terminated and any outstanding fees must be paid)		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, any outstanding fees must be paid)		

PART B - INSTRUCTIONS

1	If you are an international student, it is your responsibility to ensure that you meet the requirements of your Sri Lankan Student Visa and seek advice on how withdrawal will affect your visa status.
2	Download the following documents before completing this form: <ul style="list-style-type: none"> Enrolment Policy (http://www.acbt.net/policies) Refund Policy (http://www.acbt.net/policies)
3	Refer to the Checklist provided at the end of this form. Refer also to the documents listed at the bottom of the checklist under the heading "Further Information is available at:"

PART B – COURSE DETAILS

Current course:

PART C – REASON FOR WITHDRAWAL (Must include supporting documentation)

Reason for Withdrawal:	Date of Withdrawal (day/month/year):

Student requirements:

- If a refund is applicable a **Refund Request Form** may accompany this form
- Provision of evidence and supporting documents such as: **Medical Certificate; Letter from family; New Offer Letter**

Discussed with Manager Marketing	Name/Signature	Date:
Senior Manager Finance -Approved	Name/Signature	Date:

Withdrawal Grades – Diploma and Advanced Diploma Students			<input type="checkbox"/> I have read and I understand this table
WITHDRAW PERIOD	ENROLMENT RECORDED	GRADE ON TRANSCRIPT	Financial Penalty
Before end of Week 4	No	No subject or grade shown	Please refer to Refund Policy at: http://www.acbt.net/policies
After end of Week 4 to end of Week 10	Yes	W (Withdrawn)	
After end of Week 10	Yes	N (Fail)	

PART D – STUDENT DECLARATION

I understand that (please tick):

<input type="checkbox"/>	If I am an international student, it is my responsibility to advise the Sri Lankan Department of Immigration of this withdrawal. and check how long I can stay in Sri Lanka from my last day of study as any future visa applications could be affected by this “Withdrawal” request
<input type="checkbox"/>	I must continue to attend class until the outcome of this Request has been provided to me in writing
<input type="checkbox"/>	All outstanding fees must be paid before this application can be considered
<input type="checkbox"/>	My Payment Plan will be terminated and all accrued fees will need to be paid
<input type="checkbox"/>	Any refund will be dependent upon the date of lodgement of this Request
<input type="checkbox"/>	Academic Penalties may apply dependant on the date of lodgement of this Request
<input type="checkbox"/>	I have read and understood the conditions provided in the attached Fact sheet. I have read and understood the following Policies (http://www.acbt.net/policies) <ul style="list-style-type: none"> • Enrolment Policy (Adding and changing units; Withdrawing from a Unit) • Refund Policy
<input type="checkbox"/>	The outcome of this Request will be emailed Tuesday of following week from the Monday deadline (end of business day – 4.30pm)
<input type="checkbox"/>	I further declare that all the information provided in this form and documents attached are true and I take full responsibility for any consequences as the result of my own decisions.
	Student signature:..... Date:/...../.....

OFFICE USE ONLY

ACBT REPRESENTATIVE DECLARATION

I declare that all important information and conditions have been fully informed and discussed with the student. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.

Special comments for consideration:

Student Services Manager signature: _____ Date: _____

PANEL – APPROVED **REJECTED**

Position	Name	Signed	Date
Deputy Principal			

Message to student (outcome of application):

WITHDRAWAL REQUEST - ENGLISH + PATHWAY - CHECKLIST

1. Who can apply for WITHDRAWAL REQUEST - ENGLISH + PATHWAY?	
➤ You must have no outstanding fees	
➤ You must have discussed your Request with an Marketing Counsellor/Marketing Manager	
➤ If you are under 18, you need to book an appointment to see the Course Coordinator and obtain approval first.	
2. What do you need to prepare?	
➤ Evidence and Supporting Documents for your WITHDRAWAL Request. <i>(Evidence will be compared to what is stated in "Withdrawal" request to ensure you have filled out correctly)</i> EXAMPLE: <ul style="list-style-type: none"> • Medical Certificate • Marriage Certificate • Letter from family • Approval from Marketing Counsellor/Marketing Manager 	
3. What you need to do?	
➤ Read and understand the ACBT Refund Policy if you withdrawal from an ACBT course	
➤ Pay all outstanding fees.	
➤ If you are currently on payment plan, your plan will be cancelled and you must pay all outstanding fees before this application can be considered.	
4. Conditions	
➤ You need to submit Withdrawal Request Application form by no later than end of business, Monday.	
➤ All Student Sections need to be completed and signed by yourself.	
➤ You must keep going to class, till you receive an email about outcome of your application	
➤ Ensure you understand consequences to current grades	
➤ If applicable you need to keep the Sri Lankan Department of Immigration informed on any study changes	
5. How long will it take?	
Outcome of application will be emailed to you on emailed Tuesday of the following week (end of business day – 4.30pm) If approved , you will receive an email of outcome. <ul style="list-style-type: none"> • You will then need to confirm if you would like to keep going with the process. • You will need to keep attending classes, until hearing from ACBT about the application finalised. • Once your Application is successfully finalised, you will be informed by email. • Finance team will contact you in regards to a Refund if applicable. 	
➤ If unsuccessful , you will be informed of the outcome by email explaining the reason for the rejection. Instructions for the Complaints and Appeal process, will also be provided with the rejection	

Further Information is available at:

- ACBT Complaints and Appeals Policy - <http://www.acbt.net/policies>
- ACBT Enrolment Policy - <http://www.acbt.net/policies>
- ACBT Refunds Policy - <http://www.acbt.net/policies>