

Withdrawal Deferment & Suspension Form

Student Name	_____	Student ID	_____
Course Enrolled	_____	Date	_____
Date of Withdrawal	_____	Last day of attendance	_____
Date of Return incase of Deferment	_____	COE Update Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Withdrawal/ Deferment/ Suspension in Detail			
Student Signature	_____	Date	_____
Staff Acceptance Signature	_____	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 Upon receipt of this form, you will be withdrawn.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.

Withdrawal Approved by Admission	<input type="checkbox"/> Yes <input type="checkbox"/> No	Admissions Signature & Date	
SMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
PRISMS Update	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	

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. Please file the completed form on the Student file