

COURSE WITHDRAWAL FORM



Complete and sign this form to permanently discontinue (withdraw from) your course at Sydney Business Institute (SBI). Please submit the signed form to Student Services. We collect and protect your personal information in accordance with our Information Privacy Policy.

PLEASE NOTE:

- A number of options may exist should you wish to consider before terminating your enrolment. Please contact SBI’s Student Support Officer to discuss what options may be available to you.
- SBI has a number of dedicated Student Support Staff and Services in place. If you are experiencing difficulties in meeting your course requirements, please don’t hesitate to reach out to us at any time.
- Please refer to SBI’s Tuition Fees Refund Policy for information on refunds.
- **International Students:** Your application must be authorised by SBI. If you are seeking to transfer to another provider, a Release Letter of other information may be required. Please contact Student Support to seek assistance,

First Name:

Last Name:

Date of Birth:

Student ID:

Residential Address:

Email:

Home Phone:

Mobile Phone:

Course Name:

Reason for Withdrawal

Transfer to another provider (please provide SBI with an enrolment confirmation or Letter of Offer)

Financial reasons

Language difficulty

Personal / Family reasons

Change in Visa conditions

Academic difficulty

Other (please specify)

Students’ Signature

Date:

OFFICE USE ONLY

Withdrawal Approved YES NO

If no, please specify why:

Processed by	
--------------	--

Signature	
-----------	--

Date	
------	--