



COURSE WITHDRAWAL FORM

CF-099

(Effective From 01.11.2016)



ALPHA TRAINING COLLEGE

RTO Number: 45145

CRISCOS ID: 03633J

Email: alphatrainingcollege@gmail.com

Course Withdrawal Form

Note: students are required to complete and submit the form to student support officer if they wish to withdraw from the course.

Student ID No.			
Given Name			
Surname			
D.O.B (dd/mm/yyyy)		Gender	Male Female
Course			
Address			
Suburb		Postcode	
Home Phone		Mobile Phone	
Email			
Reason for withdrawing the course(s):			
<p>For International Students Only:</p> <p><input type="radio"/> I am applying for a letter of release.</p> <p><input type="radio"/> I have attached a letter of offer from my new provider and other supporting documents.</p> <p><input type="radio"/> I understand that withdrawing from my enrolment will result in cancellation of my COE and this may affect my student visa.</p> <p><input type="radio"/> I understand that if I am not issued with a letter of release, cancellation of COE cannot be treated as a letter of release.</p>			
Signature		Date	/ /

Office Use Only			
Received by Administration	Name:		Date: / /
Administration Executive Signature			Date: / /
Request Approved: <input type="radio"/> Yes <input type="radio"/> No			Date Processed:
Correspondence sent to Student: <input type="radio"/> Yes <input type="radio"/> No			If Yes, Date sent:



**ALPHA
INTERNATIONAL COLLEGE**

Level-8 500 Collins Street Melbourne VIC-3000

Phone : 03 8390 1019

Email : alphatrainingcollege@gmail.com