



## WITHDRAWAL REQUEST FORM

### SECTION A – STUDENT DETAILS

<b>STUDENT NAME:</b>		<b>Ref Internal:</b>	
<b>DATE REQUESTED:</b>		<b>USI:</b>	
<b>COURSE CODE/NAME:</b>		<b>WORKPLACE (if trainee or apprentice):</b>	

### SECTION B – REASON FOR WITHDRAWAL

I wish to withdraw from the course I am enrolled in with BIA. I wish to withdraw for the following reason:

Have you attached supporting evidence of your withdrawal request?

- YES (Please specify the type of evidence: \_\_\_\_\_ )
- NO

### SECTION C – CHANGE OF INFORMATION

Have your contact details changed since you last advised us of them?

- YES  NO

If you answered yes, please provide the details in the below table.

<b>Home address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Contact Number:</b>		<b>Email:</b>	



**SECTION D – DECLARATION**

**STUDENT SIGNATURE**

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**EMPLOYER/WORKPLACE**

*\* Only required for trainees and apprentice.*

Employer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Trainees and apprentices:** You may need to also complete a traineeship/apprenticeship cancellation form to cancel the agreement with the state training authority.

**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 Upon receipt of this form, you will be withdrawn.**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 BIA 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 Fees, Charges and Refund Policy for complete details.