

# WITHDRAW FROM A COURSE APPLICATION



To officially withdraw from your course of study you must contact the Administration officer

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

Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Course: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Reason for Withdrawal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MIBT Student ID Card handed in  Yes  No

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

*Office use only*

*Completed on behalf of the student by an authorised person.*

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

*Approved by Academic Manager*

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

Status Changed: \_\_\_ / \_\_\_ / \_\_\_ Agent: \_\_\_\_\_

Student Record: \_\_\_ / \_\_\_ / \_\_\_ Timetable Amended: \_\_\_\_\_

Finance Record: \_\_\_ / \_\_\_ / \_\_\_ Refund Amount: \_\_\_\_\_  
*(excluding bank fees)*

No Funds to be held for future semester: \_\_\_\_\_

Refund Policy Applies: \_\_\_\_\_