



## Withdrawal Form for Students

### Purpose of this form:

This form should be completed by students (international or domestic), who would like to withdraw from their current or scheduled studies at the Victorian School of Commerce (VSC).

**Note:** If you also would like to apply for the refund of the fee that you have already paid to the VSC, please refer to VSC's [Student Fees and Refund Policy](#) and [Student Fees and Refund Procedure](#) and complete and submit the *Application for Fee Refund Form*. If you need assistance, please contact VSC's reception or Student Support Services on 1800 343 880 or e-mail to [admin@vsc.vic.edu.au](mailto:admin@vsc.vic.edu.au) or visit them in person.

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### Instructions to complete and submit this form:

1. Before completing this form, please carefully read and understand the VSC's [Enrolment Policy](#) and [Student Fees and Refund Policy](#) and [Student Fees and Refund Procedure](#).
  2. International students: before completing this form, you should consult with the VSC's Student Support Services about the potential impacts this withdrawal application may have on your student visa status.
  3. Please carefully read and address the sections of this form that are applicable to your withdrawal request. If you need assistance to understand this form, please contact VSC's reception or Student Support Services on 1800 343 880 or email to [admin@vsc.vic.edu.au](mailto:admin@vsc.vic.edu.au) or visit them in person.
  4. It is strongly suggested that you complete this form by typed response, for us to properly read and understand the details of your withdrawal request.
  5. Please e-mail the completed form along with any supporting documents' to [admin@vsc.vic.edu.au](mailto:admin@vsc.vic.edu.au) or submit the completed form along with any supporting documents' in person to Student Support Services.
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### Section A: Student Personal Details

Title:

Student ID:

Family Name:

Given Name (s):

Date of Birth:

E-mail:

Mobile Number:

Address:

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## Section B: Withdrawal Details *(to be completed by domestic students)*

Course Name:

Census Date:

- Withdrawal Nature:
- ☐ Withdrawal from the entire course
  - ☐ Withdrawal from the units and/or semester

List of the units from which you would like to withdraw and/or semester details (only complete this section if you are seeking withdrawal from particular units and/or semesters):

Reasons for withdrawing *(please also submit any documents that are relevant to your withdrawal application)*:

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## Section C: Domestic Student Declaration

- ☐ I have read and understood VSC's [Enrolment Policy](#) and [Student Fees and Refund Policy](#) and [Student Fees and Refund Procedure](#).
- ☐ I declare that all the details provided by me in this form and all the supporting documents provided by me along with this form are true, correct and authentic.
- ☐ I understand that my withdrawal application will be assessed against the VSC's [Enrolment Policy](#) and [Student Fees and Refund Policy](#) and [Student Fees and Refund Procedure](#).
- ☐ I understand that outcome of my withdrawal application will be provided to me in writing within 20 business days.

Student Signature:

Date:

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## Section D: Withdrawal Details *(to be completed by international students)*

Course Name:

Course Start Date:

- Withdrawal Nature:
- ☐ Withdrawal from the entire course
  - ☐ Withdrawal from the units and/or semester

List of the units from which you would like to withdraw and/or semester details (only complete this section if you are seeking withdrawal from units and/or semesters):

Reasons for withdrawing *(please also submit any documents that are relevant to your withdrawal application)*:

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## Section C: International Student Declaration

- ☐ I have read and understood VSC's [Enrolment Policy](#) and [Student Fees and Refund Policy](#) and [Student Fees and Refund Procedure](#).
- ☐ I declare that all details provided by me in this form and all the supporting documents provided by me along with this form are true, correct and authentic.
- ☐ I understand that my withdrawal application will be assessed against the VSC's [Enrolment Policy](#) and [Student Fees and Refund Policy](#) and [Student Fees and Refund Procedure](#).
- ☐ I understand that VSC's will notify the Department of Home Affairs of the outcome of my withdrawal application.
- ☐ I understand and agree that the outcome of this withdrawal application may impact on my current student visa and I have consulted the potential impacts on my student visa with the VSC's Student Support Services.
- ☐ I understand that outcome of my withdrawal application will be provided to me in writing within 20 business days.



**Student Signature:**

**Date:**

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**Office use only:**

Application received on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application received by:

Is the form complete and the applicable supporting documents are attached?

☐ Yes

☐ No (student has been contacted to submit any documents available to them to support their application)

Withdrawal Application Outcome:

Authorised by (Name and Position):

Student informed in writing of the outcome including explanation of their appeal rights: ☐ Yes

Date of the notification:

**Authorised Staff Signature:**

**Date:**

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