

Course Withdrawal and Cancellation Form

Section 1 — Student Details

Student Name		Student ID	
Course Enrolled			
Contact Phone		Email	

Section 2 — Request Summary

Request Type	☐ Withdrawal ☐ Cancellation	Application Date	
Last Day of Attendance (if applicable)			
COE Update Required? (CRICOS)	☐ Yes ☐ No ☐ N/A	Visa Impact Discussed?	☐ Yes ☐ No ☐ N/A
Supporting Evidence Provided	☐ Medical ☐ Compassionate/Compelling ☐ Employment ☐ Other:	Evidence Attached	☐ Yes ☐ No

Section 3 – Reason for Withdrawal Or Cancellation

Please provide a clear explanation and attach any supporting evidence.

Section 4 – Student Declaration

I confirm the information provided is true and complete. I understand the possible impacts on fees, visa/COE (if applicable), and academic progress, and I have read the VSC's Withdrawal, Deferral, Suspension Policy & Procedure and Refund Policy.

Student Signature		Date	
If under 18: Parent/Guardian Signature		Date	

Section 5 – Office Use Only

Decision	☐ Approved ☐ Not Approved	Assessed by (Admissions)	Sign:
Date of Decision		Notes	
SMS Updated	☐ Yes ☐ No	Date	Sign:
PRISMS Updated (CRICOS)	☐ Yes ☐ No ☐ N/A	Date	Sign:

Submission notes

Email the completed form and evidence to info@vsc.edu.au. Once processed, withdrawal/cancellation will be confirmed by email. If withdrawing, a Statement of Attainment will be issued for completed competencies once any outstanding fees are settled. Refunds or fee adjustments must be requested separately using the Refund Application Form (see Refund Policy).