



Student Request for Withdrawal from Study Form

Who should use this form

A Domestic or an International student studying or who is due to commence study.

Use this form to apply for:

- Withdrawal from course*
- Cancellation of enrolment**

***International student only.** There may be VISA implications if you withdraw from a course. Refer to the Terms of Agreement as per your Letter of Offer.

****Domestic Students only.** You may cancel your enrolment. Refer to the Terms of Agreement as per your Letter of Offer.

In some instances there may be academic and financial penalties that will apply depending on the date that you submit this form to us. Please refer to the Russo Business School Tuition Fees Refund Policy for additional information regarding withdrawals and refunds. If you are an international student, there may be fee and visa implications if you withdraw from a course; or cancel your enrolment.

Please email the completed form to info@russo.qld.edu.au inclusive of a statement and supporting evidence relating to your reasons for withdrawal from your course or cancellation of your enrolment.

Personal Details

Student ID Number:

Student Type: Domestic International

Family Name:

Title: Mr Mrs Miss Ms Other

Given Names:

Gender: Male Female Other

Email Address:

Date of Birth: / / (dd/mm/yy)

Phone (mobile):

Phone (home):

Mailing Address:

Suburb:

State:

Postcode:

Course Information

Name of Course:

Course Code:

Reason for withdrawal or cancellation of enrolment

- | | | |
|--|--|---|
| <input type="checkbox"/> Changing Course | <input type="checkbox"/> Medical (self) | <input type="checkbox"/> Medical (family) |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Unable to obtain visa | <input type="checkbox"/> Dissatisfied with course |
| <input type="checkbox"/> Poor Academic Progression | | |
| <input type="checkbox"/> Changing Education Provider - Name of new provider: | | |

Other:

Additional Information:

Student Declaration

I declare that to the best of my knowledge the information supplied by me is true and accurate. I acknowledge that the submission of false, incorrect, or misleading information may result in delays or non approval of this request. Assessment of this form is subject to the applicable policies and procedures of Russo Business School.

 Signature:

Date: / / (dd/mm/yy)

Withdrawal from Study – refund form v2_June 2022

Office Use Only

Actioning Officer:

Date Received:

Date Actioned:

This application applies to students eligible for a refund. Please refer to the Russo Business School Student Fee Refund Policy and the Terms of Agreement relating to your original Letter of Offer on the Russo Business School website: www.rbs.qld.edu.au

Student request for refund after commencement. Refunds may be considered if the student presents evidence confirming compassionate and or compelling circumstances.

Bank Details for Refund

If your application is successful, your refund will be paid as follows:

- Refunds to students who are withdrawing within the cooling off period - payments will ONLY be paid to the original source of deposit
- All other students will have their refund paid into their nominated bank account (refunds will not be made to credit card accounts)

Account name (e.g. John Smith):

Currency (USD, CNY, INR, AUD, etc):

Swift Code:

Bank Code (BSB):

IBAN/Account number:

Routing Number:

Type of Account:

Bank Name:

Overseas bank address:

City:

State:

Postcode:

Country:

Or Credit Card details if originating deposit was from credit card:

Visa Mastercard Card Number:

CCV:

Expiry Date:

/

Card Holder's Name:

Card Holder's Signature:

Declaration

All students should familiarise themselves with the Student Fee Refund Policy located at www.russo.qld.edu.au/students/policies

I have read and understood the Student Fee Refund Policy

I declare that the information I have supplied on and with this form is, to the best of my knowledge, true and correct.

 Signature:

Date: / / (dd/mm/yy)

Privacy Statement

The information on this form is collected for the primary purpose of assessing your request for refund and may be used by us to update your details in our student system. Your personal information will remain confidential and will only be disclosed where authorised or required by law. Access to your personal information held by us may be requested by emailing info@russo.qld.edu.au.

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