



Application for Student Withdrawal

Student Name:		Student Number:	
Telephone:		Email:	
Courses:			
Address:			

Reason(s) for Withdrawal:

- ☐ I am transferring to another provider (Note: If requesting transfer prior to completing six months of the student's principal course of study, the student will be requested to apply for a Letter of Release).
- ☐ My student visa application was refused (Please provide the visa refusal letter).
- ☐ I am returning home for personal reasons (Attach evidence - flight ticket).
- ☐ I have permanent residency/a visa other than a student visa (Attach visa evidence).
- ☐ Other, please specify and attach supporting documentation.

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Student Signature: _____ Date: _____

Authorised by:

Student Services Officer: _____ Date: _____

Chief Executive Officer: _____ Date: _____

Please submit this form to CTA Reception admin@ctaaustralia.vic.edu.au. Please note your application for withdrawal will be assessed within 10 working days and you will be notified of the outcome of your application in writing.

If you do not have written confirmation of your cancellation of enrolment and you do not attend your scheduled classes, you will be marked absent and reported for non-commencement of studies.