

# Student Withdrawal Form

**This form is to be filled out for every withdrawal from study and forwarded to** Beauty & Hair Academy of Australia – PO Box 70, Mill Park Vic 3082

Upon receipt of this form, you will be withdrawn from your course. Once the withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid. If no competencies have been attained, no further notification of withdrawal will be provided by BHA RTO unless specifically requested.

## Applicant Details

Have your contact details changed since you last advised us of them?		Yes	No
Surname:		Title:	Mr/ Mrs/ Miss/ Ms
First Name:		DOB:	
Address:			
Suburb:		Postcode:	
Postal Address (if different from above)			
Telephone:		Fax:	
Email:		Mobile:	

Course/Qualification:			
Enrolment Date:			
Withdrawal Form	<input type="checkbox"/> Entire Course	<input type="checkbox"/> Units (attach supporting documentation)	
Reason for Withdrawal: (attach supporting info)			

## Student to sign

Signature:			
Name:			
Date:			

## Receipt of Withdrawal Form

<i>Date Received:</i>	<i>Withdrawal Approval</i>	<i>Signed: (RTO Manager)</i>	<i>Name: (RTO Manager)</i>	<i>Date:</i>
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

## Withdrawal Fees and Charges

Upon completion of this withdrawal, BHA will process any outstanding fees and charges and will advise the student concerned.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office Beauty & Hair Academy of Australia - PO Box 70, Mill Park Vic 3082

Please refer to our Fees, Charges and Refund Policy for complete details.