



# STUDENT REQUEST FORM

## STUDENT DETAILS

First Name:  
Course Name

Last Name:  
Student ID:

### Please tick appropriate request

I'd like to request the following document NAME OF DOCUMENT

I'd like to request a release letter or cancel my enrolment as of \_\_\_ / \_\_\_ / \_\_\_\_\_

I'd like to defer or suspend studies from \_\_\_ / \_\_\_ / \_\_\_\_\_ till \_\_\_ / \_\_\_ / \_\_\_\_\_

I'd like to request refund (*please provide account details below*)

Account Name:

SWIFT Code

BSB No

Account No

**For us to process your request promptly, please attach supporting documents for applying for above ticked request.**

### Declaration

I read and understood relevant policies and procedures to my above request. I am fully aware that this variation will be informed to the department of immigration and may affect my student visa. I also confirm that the information I have provided on this form is true, correct and complete.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

**This form must be given to reception - Please note this process may take up to 20 working days!**