International Institute of
Business & Technology
Australia

Course Withdrawal/Deferment form

Student Details

Student Surname: _____ First Name(s): _____

Student ID: _____ Date of Birth: _____ Passport No.:_____

Current Address: _____ Contact No._____

Course Details

COE No. _____

Course Enrolled in:_____

Course Start Date: _____ Course End Date: _____

Total Course Fees:_____ Total Course Fee Paid:_____

Withdrawal Details

Date of Withdrawal:_____

Reason for Withdrawal:_____

_____

_____

_____

_____

Deferment Details

Date of Deferment: _____ To:_____

Reason for Deferment:_____

_____

_____

_____

_____

Student Acknowledgement

I have provided all the correct details and supporting documents.

Student Signature:_____ Date:_____

Refund Details

Refund Applicable: ☐ Yes ☐ No   Refund form attached: ☐ Yes ☐ No

Reason for refund/no refund:

_____

_____

_____

_____

Attachment and Supporting Documents

Copy of Offer Letter: ☐ Yes   ☐ No

Copy of Statement of attainment: ☐ Yes   ☐ No

Copy of release letter: ☐ Yes   ☐ No

Copy of Medical documents: ☐ Yes   ☐ No

Copy of other supporting documents: ☐ Yes   ☐ No

Copy of airline ticket: ☐ Yes   ☐ No

☐ Withdraw/Deferment Approved   ☐ Withdraw/Deferment Not Approved

Notes:

_____

_____

Authorisation

OM Signature: _____   Date:_____

PEO/Deputy Principal/COO Signature: _____   Date:_____

☐ Course Withdraw/Deferment processed

Admission Manager Signature: _____   Date:_____