



1. Student Details			
Title:		Student Number:	
First Name:		Last Name:	
Mobile:			
Email:			
Postal Address:			
		Postcode:	
Current Visa Type:		Visa Expiry Date:	
Date of departure from Australia (where applicable):			
2. Course Details			
Course Code/Name:			
Course Start Date:		Course End Date:	
I wish to formally notify Ransford College of my withdrawal from my course of studies as an international student. I have also informed the Department of Immigration and Border Protection (DIBP) of my decision to withdraw from my studies with Ransford College.			
	I have already completed more than six (6) months study at Ransford College and wish to enrol to study with another education provider. (Attach a copy of your unconditional Letter of Offer from the education provider you wish to transfer to)		
	I would like to apply for Statement of Attainment.		
Please note that until your new Letter of Offer is granted from another provider, you must continue your enrolment at Ransford College and attend class on all scheduled days.			
<input type="checkbox"/>	I have attached new Letter of Offer that I received from higher education provider.		
<input type="checkbox"/>	I wish to return to my home country and do not wish to continue studying with any education provider in Australia. (One way to home flight ticket required.)		
	I have attached one way to home flight ticket.		
	Other reason for my course Withdrawal is <i>(please specify and provide details)</i> :		



3. Student Declaration	
<input type="checkbox"/>	YES
<input type="checkbox"/>	NO
Is there any current or proposed misconduct allegation against you? Please tick only one box.	
I have carefully read, understood and agree with all this application form.	
<input type="checkbox"/>	I am applying to be separate decisions may be made.
I understand that the SSAF is not refundable regardless of the outcome of this application.	
I understand that the documentation provided with my application may be verified by the Ransford College with the issuing authority. I acknowledge that disciplinary action may be taken by the Ransford College if I knowingly supply false or misleading documentation.	
<input type="checkbox"/>	I declare that the information I have given on this application is true and correct and understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.
<input type="checkbox"/>	I also understand that the administration processing fees apply for each refund request submitted to admissions department of \$250.
Student Signature:	Date:
I would like to apply for Release Letter.	

Office Use Only			
Admission Officer Name:		Date:	
Admission Officer Signature:			
Accounts notified of Student's Withdrawal:	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
Withdrawal completed on PRISMS:	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
Student's Withdrawal updated on SMS	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
Approved:	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
Comments:			
Academic Manager/CEO Name:		Date:	
Academic Manager/CEO Signature:			
Approved:	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
Comments:			



College Details:

Ransford College Pty Ltd T/A AAAR Institute of Business & Technology ABN

86 606 260 404

ACN 606 260 404 CRICOS

03614A

RTO Number 45178