

AUSTRALIAN ACADEMY

BEAUTY - DERMAL - LASER

RTO 90094

Application to Withdraw

The Australian Academy of Beauty Dermal and Laser Pty Ltd appreciates that there may be a range of circumstances which cause a Student to withdraw from their course of study.

Where a Student seeks to withdraw from their course they must notify the Academy in writing.

Written notification must be made by completion and return of this Application to Withdraw by email clearly stating name, address, and course title, date of withdrawal and reason for withdrawal. In all cases the date of withdrawal will be the date of receipt of this form. This form must be emailed to nicole@aabt.com.au who will confirm receipt of your email.

How to Withdraw

1. Print and then complete the form below. Every field is mandatory.
2. Scan copies of any relevant documents or evidence which support your request.
3. Scan this application form.
4. Email all documents to the Assistant Director of Studies, at nicole@aabt.com.au

Section 1 – Personal Details			
Name:			
Contact Telephone:		Date:	/ / 20
Email:			
Qualification / Course:	<input type="checkbox"/> SHB50216 Diploma of Salon Management <input type="checkbox"/> SHB50115 Diploma of Beauty Therapy <input type="checkbox"/> SHB50121 Diploma of Beauty Therapy Other:.....		
Course Type:	On-Campus: <input type="checkbox"/> On-Line: <input type="checkbox"/>		
Section 2 – Reason for Withdrawal. Please provide a brief explanation why you wish to cease your studies.			

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Section 3 – Student Declaration

- I acknowledge that I have been offered alternatives to withdrawal and have declined these offers.
- I understand that, once my withdrawal has been accepted, my enrolment at the Australian Academy of Beauty Dermal and Laser will be terminated.
- I understand that if my withdrawal is after Census Day, I may have a VET Student Loan debt and remain liable for all other tuition fees for that unit of study that remain outstanding.
- I understand that, if I wish to resume my studies following a withdrawal, I must apply to re-enrol and will have to pay for units of study not previously completed at withdrawal.
- I understand that re-enrolling with the Australian Academy of Beauty Dermal and Laser is by application, and there is no obligation on behalf of the Australian Academy of Beauty Dermal and Laser to accept my request for re-enrolment.
- I understand that the Australian Academy of Beauty Dermal and Laser is obligated to report to Centrelink and other government agencies (as applicable), my withdrawal from the above course.
- I understand that I will not be entitled to continue to use student concession cards issued by the Australian Academy of Beauty Dermal and Laser. These must be returned at the time of withdrawal.

Student Signature:

Date:

/ / 20

Section 4 – Academy to complete

By signing below the Application to Withdraw has been approved

Academy Signature:

Date:

/ / 20