

AUSTRALIAN ACADEMY

BEAUTY - DERMAL - LASER

Letter of Withdrawal

The Australian Academy of Beauty Dermal and Laser 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 written notice. This is to 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 Deputy Director of Studies 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"/> SHB50121 Diploma of Beauty Therapy <input type="checkbox"/> Other Please Name:		
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.			

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 position at The Australian Academy of Beauty Dermal and Laser will not be held.
- I understand that if my withdrawal is after Census, I will have a VET Student Loan debt Or Vet fee help debt and am liable for all other tuition fees for that unit of study
- I understand that, if I wish to resume my studies following a withdrawal, I must apply to re - enrol and will have to pay the entire course fee that is scheduled at the time of re enrolment.
- 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, 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:	<input type="checkbox"/> / /
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Section 4 – Academy to complete

By signing below the application to Withdraw has been approved

Staff Signature:		Date:	<input type="checkbox"/> / /
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