

COURSE WITHDRAWAL APPLICATION FORM

Please read the information of this form carefully prior to completing this form.
PLEASE NOTE: *This form is used to apply for permanent withdrawal from a course.*
Please write in **BLOCK LETTERS**

Withdrawal effective from (date): _____ Student No: _____

Family Name: _____ First Name: _____

Other Names: _____

Course Name: _____

Course Code: _____ Level of Study: _____

I AM APPLYING FOR (tick applicable box/es)

- COURSE WITHDRAWAL (Please indicate below the MAIN reason you are withdrawing)
 - Transfer to another institution (attach proof of enrolment)
 - Transfer to another MPC course (submit enrolment form)
 - Employment
 - Personal/family reasons (including medical, travel)
 - Financial reasons
 - Language difficulty
 - Course not suitable
 - Travel distance to MPC
 - Higher preference for other college/course

Student Declaration:

I am aware that the approval of this application means that I cease to be a student of Mount Pleasant College (MPC) and, therefore, am no longer eligible for any benefits available to MPC students.

I acknowledge that the Application to Enrol fee is non-refundable.

I have read the Mount Pleasant College Refund of Fees policy (available on Moodle).

Student Signature: _____

Parent Signature (if under 18 years of age): _____

Date: ____/____/____

COMPLETED AND SIGNED FORM IS TO BE SUBMITTED TO COLLEGE RECEPTION OR EMAILED TO contact@mpc.wa.edu.au

Head of Department Signature: _____ **Date:** ____/____/____

Head of College Signature: _____ **Date:** ____/____/____