



*ROYAL VICTORIAN AERO CLUB*

**STUDENT NOTIFICATION OF COURSE ENROLMENT WITHDRAWAL**

(PLEASE ENSURE YOU READ THE INFORMATION ON PAGE 2 PRIOR TO COMPLETING THIS FORM)

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Domestic Student

International Student

I hereby notify Royal Victorian Aero Club of my decision to withdraw my enrolment from

Course Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

Effective: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

My reason is:

- Academic difficulties
- Course unavailable this semester
- Dissatisfaction with program
- Support Difficulties
- English Language Difficulties
- Tuition Fees too expensive
- Financial Hardship

- Work Commitments
- Visa not granted
- Family Commitments
- Travelling Overseas/Interstate
- Medical
- Personal
- Other \_\_\_\_\_

Accessed VET FEE HELP:      Yes          No   

I have read and understand the Course Enrolment Variation Policy.

I understand that I will remain liable for all fees if I do not formally cancel my program prior to or on the relevant published census date.

I understand I must retain a signed copy of this form as evidence of submission.

Date: .....

Signed: .....

Print Name: .....

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**Office Use**

Date Received: .....

Date Approved: .....

Student has been provided with a copy of this form:

Student Administration Manager:

Name: .....

Signature: .....



## **STUDENT APPLICATION FOR COURSE ENROLMENT WITHDRAWAL INFORMATION**

Please consult the Student Administration Manager if you are considering withdrawing or cancelling your enrolment.

Please ensure you have read Royal Victorian Aero Clubs Enrolment Information & Course Enrolment Variation Policy prior to completing this form.

### **Effective Date**

The effective date of submission is the date this form is received by RVAC.

### **Financial Liability**

Failure to withdraw or cancel enrolment prior to or on the relevant published census date will result in the student remaining liable for all course unit fees and/or the amount of VET FEE HELP Assistance requested.

### **Refunds & Remissions**

Please refer to RVAC's Refund & Remission Policy if the date of your withdrawal is prior to or on the relevant published census date and /or you have made an upfront payment of course unit fees.

### **International Students**

Withdrawal / Cancellation of enrolment will affect your student visa. Please contact the Department of Immigration and Border Protection for visa information prior to submitting this form. Contact DIBP by telephone on 131 881 or through their website at **[www.immi.gov.au](http://www.immi.gov.au)**. International Students who have been enrolled with RVAC for less than six months and wish to transfer to another provider must complete a Release Request Form. Application for Release must be made prior to submitting the Course Enrolment Variation Form.

### **Form Submission**

You are advised to retain a signed copy of this form as evidence of submission, this form may be submitted in person, via email: [flying@rvac.com.au](mailto:flying@rvac.com.au), or via express or registered post: First Avenue Moorabbin Airport, Mentone, Vic. 3194

#### **Royal Victorian Aero Club.**

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