



## Notification of Withdrawal / Cancellation / Transfer Form

*This form must be completed by a parent / legal custodian, authorised agent or student over the age of 18*

### Student Information *PLEASE PRINT*

Surname:

Given Name:

JPC Student ID:

Student's email address:

Parent's email address:

Parent's phone number:

### Reason for Withdrawal / Cancellation / Transfer

- Refusal of Visa (Copy of letter from Australian Immigration Authority required)
- Cancellation of Visa (Copy of letter from Australian Immigration Authority required)
- Change Visa Type (Copy of new visa required)
- Transfer to Another Australian Educational Institution  
 An offer from new school attached
- Returning Home

Other Reason:

### Date of Withdrawal / Cancellation / Transfer

Date of last day of attendance: DD / MM / YYYY

### Account Details for Refund (Parent only)

Name of Bank:

Name of Bank Branch:

\*SWIFT Code /BSB number :

Account Number:

Address of Bank:

Person's name on account:

*\*Note: Swift Codes are used mainly in countries outside of Australia; Canada, Europe and USA. If your bank is in Australia, please list the BSB number. If in Europe: IBA Number.*

### Parent / Legal Custodian:

*I have read and understood the **Refund Policy** and the **Transfer Policy** before signing and submitting this form. I understand that on receipt of this form, John Paul College will cancel the student's confirmation of enrolment (CoE) from the date of student's last day of attendance at school. Accommodation and welfare arrangements (if applicable) will be cancelled seven (7) days after the date of the withdrawal.*

Name:

Signature:

Date: DD / MM / YYYY

### Office Use Only:

Date Received:

Received by:

