



Application for withdrawal from a course

Student's Personal Details:				
Full Name:				
Student ID:		Last date of study		
Course code and Name:				
Address:				
Email:		Mobile:		
Please tick the reason for request:				
<input type="checkbox"/> Work Commitments <input type="checkbox"/> Financial Circumstances				
<input type="checkbox"/> Medical Grounds <input type="checkbox"/> Insufficient study resources and facilities				
<input type="checkbox"/> Staff quality inadequate <input type="checkbox"/> Transferred to another course within BIT				
<input type="checkbox"/> Transferred to another provider (provide admission documents) <input type="checkbox"/> Medical reasons				
<input type="checkbox"/> Other _____				
<p>Please approach the finance department for approval on this application prior to final submission. (Note: No withdrawal will be approved unless all outstanding fees are paid.)</p> <p>International students must state the reason for withdrawing from a course at Brighton Institute of Technology. BIT is obliged to report the withdrawal and the reason to DHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.</p> <p>Additional Comments _____</p>				
<p>Student Declaration I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DHA for any visa related queries.</p>				
Student Signature:			Date:	
Office use Only:				
Request received	Signature		Date	
Finance Approval	Signature		Date	
Request processed	Signature		Date	
Request granted		Request denied		
Entered PRISMS	Signature		Date	
Entered TEAMS (Inc. results)	Signature		Date	



Reason Request Denied

A large, empty rectangular box with a black border, intended for providing the reason for a request denial.