

Student Withdrawal / Deferment from Studies Form

By completing this form, you are requesting to withdraw or defer your studies with New first Pty Ltd . This form must be submitted to the Course administrator of New first Pty Ltd

A written reply will be forwarded to you within 7 working days.

Surname				Given Name 1				Given Name 2			
Date of Birth	____/____/____			Gender	Male		Female		Other		
Street Address											
Suburb					State				Postcode		
Phone No.					Mobile no.						
Email											
Course currently enrolled in	Course code			Course Name / Title							
Note requested action	Withdrawal	Yes / No	Date withdrawing from your studies			____/____/____					
	Deferment	Yes / No	Expected date that you will return to your studies			____/____/____					

In the box below, please provide your reason for withdrawing or deferring your studies:

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Note: You are not obligated to provide a reason, however, if you do not provide a reason it will have a direct bearing on any possible refunds. (refer to the refund policy).

Signature					Date	____/____/____					
OFFICE USE ONLY											
Processed by					Date	____/____/____					
Details updated in Student Management System					Yes		No				
Replied by					Replied Date	____/____/____					

Related Standard/s: Clause 1.7, 5.1 - 5.3