

COURSE WITHDRAWAL FORM



IMPORTANT: Withdrawing Students **MUST** do the Following:

1. Read the Cancellation and Refund Policy in the Student Handbook
2. Complete this form and hand it to the Reception.
3. Make an appointment to meet with Principal and complete the withdrawing process
4. Return any textbooks or other material students have on loan to Reception
5. Pay all outstanding fees or other debts to Reception.

To be completed by student

Family Name: _____ First Name: _____ (as shown on passport)

DOB: _____ Gender: Male Female Visa expire date: _____

Course you would like to withdraw: _____

Start Date: _____ discontinued Date: _____

Have you completed the Course? Yes / No

Will you be undertaking further study? Yes / No If so, is this study at Secondary School / University / Polytechnic / English Language School / Other? _____

Address and telephone number: (for any correspondence, etc.)

NOTE: I wish to formally withdrawal from my course of study at New Zealand College of Business. To proceed with the withdrawal and refund process, I agreed to provide evidence that I am no longer holding any visa based on any circumstance related to New Zealand College of Business.

I have read and agreed to the cancellation and refund policy in the student handbook and am aware of the consequences of withdrawing.

Student Signature: _____

Date: _____

Parent Signature if student is under 18 years of age

Officer Use Only

Refund completed: Yes No ; Refunded amount _____

Notification to NZ Immigration: Yes Not applicable ;

Signature: _____ Date: _____

In the event of a student withdrawing from the course, New Zealand College of Business will notify the New Zealand Immigration Services.