

Student Withdrawal Form

Version 2.0



SECTION ONE – INSTRUCTION

This form is to be used to facilitate any request for student withdrawals prior to completion of a Training Product. Beleco Academy will process this form within 10 business days of receipt, and you will be issued with a statement of attainment for any competencies you have achieved if your fees are completely paid and should you have a valid and verified Unique Student Identifier (USI). Therefore, please ensure that your contact details provided to Beleco Academy are current and if not, populate these in section 2.4 of this form.

If you wish to apply for a refund or for consideration of reduction in course fees paid, please familiarise yourself first with the *Fees, Charges and Refunds Policy* and use the *Refund Application Form*.

To lodge the form, please email admin@belecoacademy.com

SECTION TWO – STUDENT INFORMATION

2.1	Student Name	Click or tap here to enter text.
2.2	Student ID (#)	Click or tap here to enter text.
2.3	Course Code & Title	Click or tap here to enter text.
2.4	Have you changed your postal or contact details since enrolment? If so, please provide updated details here.	Click or tap here to enter text.

SECTION THREE – STATED REASONS FOR STUDENT WITHDRAWAL

3.1	Please provide the reasons for your withdrawal:	Click or tap here to enter text.
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SECTION FOUR – STUDENT ACKNOWLEDGEMENT

By signing this document, the student acknowledges and confirms their intention to withdraw from their current enrolment with Beleco Academy:

4.1	Date of notice of Withdrawal	Click or tap here to enter text.
4.2	Student Signature	

This is a controlled document and is uncontrolled when downloaded or printed in hardcopy format.

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Version: 2.0

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