



Business College of Sydney  
 ABN: 12667713206 RTO No.: 46283 CRICOS No.: 04288B  
 Address: Level 2, 56-58 York Street, Sydney, NSW 2000  
 Phone: 02-8385 5818  
 Email: admin@bcs.edu.au

**Completed form to be attached to the student's individual file**

**Business College of Sydney notified of withdrawal: (tick appropriate box) <sup>1</sup>**

<input type="checkbox"/> In person	<input type="checkbox"/> By email (Attach printout of the email)
Refund Process Fee paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

<b>Student Name:</b>			
<b>Student No:</b>		<b>Student Signature:</b>	
<b>Course Code:</b>			
<b>Course Name:</b>			
<b>Student Australian Address<sup>2</sup></b>			
<b>Reason for Withdrawal Application:</b>	..... ..... ..... ..... (Attach further details if this is insufficient space)		

**OFFICE USE ONLY**

<b>Reason Accepted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Withdrawal entered on PRISMS:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Entered Date:</b> .....
<b>Final Fee Notice Issued:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Release requested:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Release approved:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Approved by Registrar:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Date:</b>	



Business College of Sydney

ABN: 12667713206 RTO No.: 46283 CRICOS No.: 04288B

Address: Level 2, 56-58 York Street, Sydney, NSW 2000

Phone: 02-8385 5818

Email: [admin@bcs.edu.au](mailto:admin@bcs.edu.au)

**Note: In the calculation of a fee refund to student an Administration Charge will be deducted from any payment returned to the student.**

- <sup>1</sup> Once this form has been lodged the Registrar must report the withdrawal against the students PRISMS record within seven (7) days.
- <sup>2</sup> Your application of withdrawal will not be approved unless you provide your current Australian Address.