



## Withdrawal Form

The PY Provider is to complete the form below when a student withdraws from the Professional Year Program. ACS will assess the application and confirm the appropriate refund amount at the time of processing.

### Student Details

<b>Application Date</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Provider Student ID</b>	
<b>Email Address</b>	
<b>ACS Refund</b> (select one)	<p><b>Prior to releasing this form to ACS</b>, the student named above has been informed in writing of the PY Provider's local withdrawal and refunds policy, including any potential refunds associated with the ACS PY Withdrawal process.</p> <ul style="list-style-type: none"><li><input type="radio"/> <b>\$3,380 – Maximum Refund</b> Submitted within 30 days of PY commencement</li><li><input type="radio"/> <b>\$990 – Partial Refund</b> Submitted 30 days- 4 months of PY commencement</li><li><input type="radio"/> <b>No Refund</b> Submitted 4+ months after PY commencement</li></ul>

### Program Details

<b>Provider Name</b>	
<b>Delivery State/Territory</b>	
<b>PY Commencement Date</b>	
<b>Current PE Online</b>	
<b>Evidence</b>	If applicable, please attach documentation to support reason below.
<b>Reason for Withdrawal</b> <i>Be as specific as possible</i>	

Send completed forms (PDF) to ACS at [professionalyear@acs.org.au](mailto:professionalyear@acs.org.au).

This form must be submitted to ACS **within 10 days** of PYP Withdrawal confirmation. Additional fees may apply to the provider if this form is incomplete, submitted late, and/or impacts student progress or ACS course delivery. ACS will inform the provider directly of these fees following processing. Please contact the ACS PY Team with questions.