



# WITHDRAWAL FROM COURSE FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM  
AND PLEASE KEEP A COPY

## INFORMATION FOR STUDENTS

Please read the information below before completing the form.

### GENERAL INFORMATION

- Continuing students who wish to terminate their enrolment must submit their application before the semester has commenced.
- A status of 'Withdrawn Fail' (WF) will appear on your academic transcript if this request is received after week 4 of a standard semester (12 week duration) or week 2 of an accelerated semester (6 week duration).
- Students may be eligible for a refund depending on when the withdrawal application is submitted. Students should refer to the **Refund Policy for International Students** and associated Procedure. Students who are eligible and are wishing to receive a refund must also complete the **Refund Request Form**.
- New students who have not studied 2 semesters with AIH should refer to the **International Student Transfer Between Registered Providers Policy** and associated Procedure.
- Supporting evidence must be submitted along with this application form.
- Continuing students should submit the form to Student Services (studentservices@aih.nsw.edu.au)  
New students who have not commenced studying should submit the form to Admissions (admissions@aih.nsw.edu.au)

### INTERNATIONAL STUDENTS

Please note: Deferring, suspending or discontinuing from an enrolment may affect the student visa granted. The Institute will notify the Department of Education and Training via PRISMS as required under the ESOS Act 2000.

- To comply with visa conditions, international students must:
  - maintain a valid visa
  - complete their course by the expected completion date as specified on the eCoE
  - provide the Institute with address details within seven days of arrival or address change
  - maintain a full-time study load
  - not exceed the maximum number of hours allowed to work on the student visa
  - maintain Overseas Student Health Cover or equivalent
- Students should contact the Department of Immigration and Border Protection (DIBP) to discuss how withdrawing from a provider may impact their visa.
- Refer to the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure for further information.

## PERSONAL DETAILS

<b>Title:</b> Mr      Ms      Other (please specify)	
<b>Family name:</b>	
<b>First name(s):</b>	Male Female
<b>Date of birth (dd/mm/yy):</b>	
<b>Student ID:</b>	
<b>Phone (home/mobile):</b>	
<b>Email:</b>	
<b>Full address:</b>	
<b>City:</b>	<b>Post code:</b>
<b>State:</b>	<b>Country:</b>
<b>Undergraduate courses</b>  Diploma of Business Information Systems  Associate Degree of Business Information Systems  Bachelor of Business Information Systems  Bachelor of Accounting  Bachelor of Business	
<b>WITHDRAWAL DETAILS</b>	
<b>Reason for withdrawal (please tick)</b>  Returning to home country      Transferring to another provider Visa status change      Other (list details below):	
<b>I wish to withdraw from my studies from date:</b>	
<b>Evidence provided (please state below)</b>	



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## STUDENT DECLARATION

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form and as specified in the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure.

Signature:

Date:

**Privacy:** We recommend that you read the AIH's Management of Personal Information Policy and associated Procedure published on our website [www.aih.nsw.edu.au]

Return this form to:  
Australian Institute of Higher Education P/L  
Level 4, 451 Pitt St, Sydney NSW 2000  
Phone +(612) 9020 8050, Fax +(612) 8004 9286  
Continuing Students Email: [studentservices@aih.nsw.edu.au]  
New Students Email: [admissions@aih.nsw.edu.au]

## OFFICE USE ONLY

Received by:

Received date:

Diary Note made in Student Management System

## TO BE COMPLETED BY THE AUTHORISED REPRESENTATIVES

Accounts Reviewed By:

Date:

Financial

Comments:

Academic Reviewed By:

Date:

Approved

Declined

Comments:

Marketing Reviewed By:

Date:

Approved

Declined

Comments:

Admissions Update By:

Date:

CoE Cancelled

Student Management System Updated

Signed Form uploaded into Student Management System

Student Notified

Comments: