

Domestic Students

Student Name:		Student ID:	
Date of Withdrawal:	/ /	Date of Birth:	/ /
Course Code & Course Name			

I wish to withdraw from the course I am enrolled in with Everest Institute of Education (Ei) as a Fee for Service Domestic student.

I wish to withdraw for the following reason:

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid and USI Verified.

If competencies have not been attained, no further notification of withdrawal will be provided by Ei unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees and Charges Policy and procedures and Refund Policy and procedures for complete details.

Student Signature _____ Date ___/___/___

Domestic Students

OFFICE USE ONLY

Circle - **Approved / Not Approved** By _____ /____/____
(CEO Signature) (Date)

Course Fees affected :- **No / Yes** , If Yes Difference in Fees Amount \$ _____

Outstanding Fees :- **No / Yes** , If Yes Amount due \$ _____

Updated on Student Management System **Yes / No** Date Update ____/____/____

Entered by _____

Student Informed of the Outcome **Yes / No** Informed by _____

Documentation Filed in Student File **Yes / No** Filed by _____