

This form is to be completed by international students who wish to withdraw/cancel from their course of study. Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy. Further information can be found in the student handbook.

Your visa may be affected by your application to withdraw so you should contact Department of Home Affairs on 131881 or <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> to discuss any implications.

<b>Student Name:</b>		<b>Date of Birth:</b>	
<b>Student ID:</b>		<b>Date of Withdrawal:</b>	
<b>Course Code &amp; Course Name:</b>			

I wish to Withdraw / Cancel (**please circle whichever is applicable**) from the course I am enrolled in with Everest Institute.

I wish to Withdraw / Cancel (**please circle whichever is applicable**) for the following reason/s:

I have discussed the reasons for withdrawal / cancellation from the course with the CEO/Manager prior to submission of this form  Yes  No

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

<b>Residential Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Email:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	

Student Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Please forward this completed form to our office on the details below.**

**Everest Institute of Education**

**Tel: (03) 8393 6550 Email: [enquiries@everest.edu.au](mailto:enquiries@everest.edu.au)**

**Head Office Address:**

**479 King Street, West Melbourne, VIC 3003**

Upon receipt of this form and approval of your application, you will be withdrawn from the course enrolled with Everest Institute. Once your withdrawal has been processed, your Confirmation of Enrolment (CoE) will be cancelled on PRISMS and you will be issued with a statement of attainment for any competencies you have achieved. This statement of attainment will not be provided until all outstanding fees have been paid.

**To apply for a refund of course fees paid (if applicable), please use the Application for Refund Form.**

**OFFICE USE ONLY**

Circle - **Approved / Not Approved** By \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
(CEO/Manager Signature) (Date)

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

Updated on PRISMS **Yes / No** Date Updated \_\_\_\_/\_\_\_\_/\_\_\_\_

Updated by \_\_\_\_\_

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 \_\_\_\_\_