

This form is to be completed by international students who wish to withdraw and request a release from their course of study. Withdrawal and Student Release will be granted as per our *Course Transfer Policy and Procedure*.

The student's visa may be affected by the application to withdraw and release, and so they should contact the Department of Home Affairs at 131881 or <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> to discuss any implications.

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

Reason/s for Withdrawal/Cancellation from the course with Everest Institute:

Note: Attach any supporting documents with this form and provide as much details as possible.

Before submission of this form, the student has discussed the reasons for withdrawal with the CEO/Manager
 Yes No

Letter of Release required: Yes No Not applicable

Have the student's contact details changed since they last advised us of them? Yes No

If yes, please provide below.

Residential Address:			
Suburb:		Postcode:	
Email:			
Telephone:		Mobile:	

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

Head Office Address: 479 King Street, West Melbourne, VIC 3003

Upon receipt of this form and approval of your application, the student will be withdrawn from the course enrolled with Everest Institute.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 they will be issued with a Letter of Release, and 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 _____