

Notice of Course Withdrawal

Course Withdrawal Conditions In the event you intend to transfer your study to another provider or terminate your course. One month notice in writing is required before the commencement date of the next term. If less than one-month notice is given, the student or an agent have the obligation to pay the following term's fees according to the instalment indicates on the offer letter

In Person - Please complete this form and consult with Student Services to get Approval for your Withdrawal Application

FOR ADMINISTRATION PURPOSES ONLY

Forward this form with the Attachments to the DOS.

<input type="checkbox"/> Letter (Attach the letter to Withdrawal Form)	<input type="checkbox"/> Telephone (Attach the message to Withdrawal Form)
<input type="checkbox"/> Email (Attach printout of the email to Withdrawal Form)	<input type="checkbox"/> Fax (Attach a copy of the fax to Withdrawal Form)

To be completed by the DOS and/or Student

Student Last Name:		Student First Name:	
Date of Birth		Student ID:	
Course:			
Start Date of Course		Finish Date of Course	
Student Type:	<input type="checkbox"/> Fee for Service	<input type="checkbox"/> International ¹	
Reason Withdrawal	<input type="checkbox"/> Completed Course Early	<input type="checkbox"/> Visa refused (evidence of visa refusal required)	
	<input type="checkbox"/> Transferring to another course at AHSI	<input type="checkbox"/> Change of Visa Subclass (evidence of visa change required)	
	<input type="checkbox"/> AHSI Course cancelled	<input type="checkbox"/> Personal/family reason (including medical/travel etc)	
	<input type="checkbox"/> Transferring to another education provider (Evidence of Offer Letter/COE required)	<input type="checkbox"/> Leaving Australia permanently	
	<input type="checkbox"/> Other (please specify)		
Date of Withdrawal:		Student Signature (Only required if notice given in person):	
Reason Accepted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By:	

Once the above is completed, forward Form to the Administration Office

Date Student Last Attended a Class: _____

Final Fee Notice Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Entered on PRISMS:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Entered: _____
Letter from New Provider Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	New eCoE		Admin Signature: _____

Forward Approved Form to Administration Office

Documents issued:			
<input type="checkbox"/> Certificate of Attendance (Date issued _____)			
<input type="checkbox"/> Statement of Attainment for withdrawal of course (Date issued _____)			
<input type="checkbox"/> Release Form for withdrawing from a Course and Changing Providers			
Withdrawal Entered into SMS:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Entered By:	
			Date:

Completed form with all attachments required must be submitted to Student Support.

¹ Once form has been lodged Student Services must within seven days report the withdrawal against the students PRISMS record.