

### General Instructions:

- This form is to be used by the current students who wants to withdrawal or discontinuation the studies from AHSI.
- For the procedure of this application, please refer to the AHSI Student Handbook.
- The process begins within 7 working days of the submission of form.

### Information for Student:

- Read and complete the Form in BLOCK letters using a black or blue pen.
- Before applying for withdrawal or discontinuation, you are requested to carefully read the Student Handbook.
- You are supposed to attach any supporting documentation relevant to your application.
- Withdrawal from studies will not automatically lead to release from education provider. You need to apply separately for release letter.
- In event of seeking Refund of tuition fees, please refer to Refund policy and fill Refund request form (if applicable).
- Withdrawal or discontinuation from studies will not automatically process the Refund of tuition fees.
- AHSI will refuse the withdrawal/discontinuation application if student has outstanding debts to AHSI.
- Student must submit the form to student support officer in person or by email; [studentservices@ahsi.edu.au](mailto:studentservices@ahsi.edu.au)

### Please tick (✓) the relevant information

Your Personal Details	Application Details
<b>First Name:</b>	<b>Please select course to withdrawal:</b>
<b>Last Name:</b>	<input type="checkbox"/> Certificate IV in Disability (CHC43115)
<b>Student ID: (if AHSI student)</b>	<input type="checkbox"/> Diploma of Community Services (CHC52015)
<b>Address:</b>	<input type="checkbox"/> Diploma of Counselling (CHC51015)
<b>Suburb/Town:</b>	<input type="checkbox"/> Diploma of Mental Health (CHC53315)
<b>Post Code:</b>	<input type="checkbox"/> Certificate III in Early Childhood Education & Care (CHC30113)
<b>Email Address:</b>	<input type="checkbox"/> Diploma of Early Childhood Education and Care (CHC50113)
<b>Mobile:</b>	
<b>Course Enrolled In:</b>	

### Withdrawal/Discontinuation Summary

*Reason for Withdrawal/Discontinuation; Please tick (✓)*

- |  |  |
|--|--|
| <input type="checkbox"/> Complete Course Early   | <input type="checkbox"/> Visa refused (evidence of visa refusal)               |
| <input type="checkbox"/> Transfer to another course at AHSI                                    | <input type="checkbox"/> Change of Visa Subclass (evidence of visa grant)      |
| <input type="checkbox"/> Course is not delivered by AHSI                                       | <input type="checkbox"/> Personal/family reason (including medical/travel etc) |
| <input type="checkbox"/> Financial Reasons   | <input type="checkbox"/> Leaving Australia permanently (provide air-ticket)    |
| <input type="checkbox"/> Transfer to another education provider (Evidence of Offer Letter/CoE) |  |
| <input type="checkbox"/> Other (please specify)  |  |

I wish to withdrawal/discontinuation from studies from: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Student Declaration

I declare that the information provided in this application is accurate. I understand that I will be contacted to have a face to face meeting with Student Support officer and I agree to attend the meeting. I understand that if my withdrawal/discontinuation from studies will approve, then my current CoE will be cancelled. I understand that I will pay my all outstanding fees till the date.

**Signature:**

**Date:**

<b>AHSI Office Use Only</b>		
<b>Received By:</b>	<b>Position:</b>	<b>Date:</b>
<b>Acknowledgement sent to student:</b> <input type="checkbox"/>	<b>Date sent:</b>	<input type="checkbox"/> Email <input type="checkbox"/> In Person
<b>Student notified of the meeting:</b> <input type="checkbox"/>		<b>Meeting Date:</b>
<b>Comments:</b>		
<b>Student notified of outcome:</b> <input type="checkbox"/>	<b>Student Last date of Study:</b>	
<b>CEO's recommendations:</b>		
<b>Outcome of Application:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Decline	<b>Date:</b>	
<b>Student's all dues clear:</b> <input type="checkbox"/>	<b>CoE cancelled and student notified:</b> <input type="checkbox"/>	
Keep a copy of withdrawal/discontinuation form along with CoE cancellation and other supporting documents provided by student in the student's file and in Student Management System.		