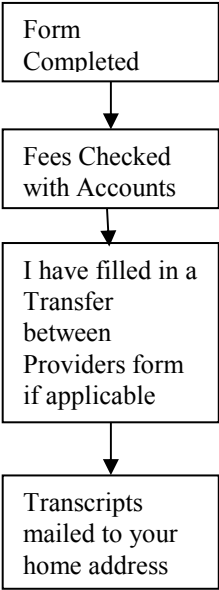


Issue No: 1.2  
Date of Issue:  
May 2010  
Revised and approved by:  
Mel Koumides



File No:  
http://srv-  
sp01/cancellationofenrol  
mentdocs/withdrawal+no  
tification+form.doc  
Page 1 of 2

### STUDENT WITHDRAWAL NOTIFICATION FORM



**Overview:**

As a student of Academia International, your enrolments have agreed start and end dates that are based on completing the course on a normal full time study load. Your enrolment may end before the agreed 'end date' by cancellation of enrolment or withdrawal.

*Please refer to Page 2 of this form or the Student Handbook for the full policy.*

**Before you provide notice of your withdrawal (check each point):**

1. I have gone to Accounts (Room 4.5) and my fees are up to date (Yes tick)
2. I have read the full policy on the back of this form (Yes tick )
3. If changing providers within/before the first six months of my **Principal course\***, refer to the 'Transfer Between Registered Providers Policy' and complete the **Request for Transfer Form** in place of this form

**How to apply:**

1. Complete Section A of this application form,
2. Submit the completed application form to **Manager Student Services**

#### SECTION A – STUDENT TO COMPLETE

**Student Name:** ..... **Student ID:** .....

**Course enrolled:** .....

**Withdrawal Date:** \_\_\_ / \_\_\_ / \_\_\_

**Reason, (Tick Applicable):**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <input type="checkbox"/> no longer holding a student visa            | <input checked="" type="checkbox"/> <input type="checkbox"/> transferring to another provider <b>complete Request for Transfer form</b> |
| <input checked="" type="checkbox"/> <input type="checkbox"/> returning to home country                   | <input checked="" type="checkbox"/> <input type="checkbox"/> leaving due to financial difficulties                                      |
| <input checked="" type="checkbox"/> <input type="checkbox"/> leaving Diploma at Certificate 'exit point' | <input checked="" type="checkbox"/> <input type="checkbox"/> other  |

Accounts Stamp:

**Provide comments for withdrawal:** .....

**Please send me the following documents to my home address:**  
.....

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <input type="checkbox"/> Academic Transcript     | <input checked="" type="checkbox"/> <input type="checkbox"/> Course Certificates               |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Attainment | <input checked="" type="checkbox"/> <input type="checkbox"/> Completion letter (if applicable) |
|  | <input checked="" type="checkbox"/> <input type="checkbox"/> Other: _____                      |

**Student signature:** ..... **Date:** .....

\* Principal course – the last course for your visa, if you have a packaged program.

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File No:  
<http://srv-sp01/cancellationofenrolmentdocs/withdrawal+notification+form.doc>  
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## STUDENT WITHDRAWAL NOTIFICATION FORM

### Overview:

As a student of Academia International, your enrolments have agreed start and end dates that are based on completing the course on a normal full time study load. Your enrolment may end before the agreed 'end date' by cancellation of enrolment or withdrawal:

**Cancellation:** Your enrolment is cancelled permanently before the expected completion date. The cancellation can be either initiated by either you (the student) or Academia International.

**Withdrawal:** When you notify Academia International of your intention to cease your studies before the end of your course. A course withdrawal may be:

- 'Active', you notify Academia International in writing using the 'Withdrawal Notification Form' available from Student Services or [www.academia21.com](http://www.academia21.com)
- 'Inactive'; you advise Academia International you will not be continuing your studies by not returning to study after an arranged holiday, suspension or deferral.

**NOTE:** Academia International will attempt to verify inactive withdrawals by contacting you via landline, mobile or email. Academia International is not obliged to give you access to the appeals process before reporting to DIBP and/or cancelling your enrolment when you 'inactively withdraw'.

**Academia International will initiate** the cancellation procedure for non payment of fees or student misbehaviour. In either case, you (the student) will have access to the complaints and appeals process before the enrolment is cancelled and a report is issued to DIBP (in the case of International Students).

### How to notify Academia International if you wish to withdraw:

Complete the *Withdrawal Notification Form* and submit to the Student Services department. These forms can be obtained from Student Services or our website at [www.academia21.com](http://www.academia21.com).

Academia International will then:

1. Check your notification and
2. Ensure your course fees are paid up-to-date
3. Close your enrolment records within the management systems
4. If you are an International Student, report your withdrawal to DIBP as a 'cessation of studies'
5. Issue you any Qualifications, Statements of Attainment and Academic Transcripts you may be entitled to

**Privacy Note:** If you are an International Student, Academia International is required by legislation to notify the Department of Immigration and Citizenship (DIBP) of your withdrawal

If you withdraw without notifying the college, Academia International will:

1. Attempt to contact you to verify your withdrawal
2. If you confirm your withdrawal, or Academia International cannot contact you:
  - a. Your enrolment will be cancelled
  - b. Any outstanding fees will be recovered
  - c. Cessation of Studies reported to DIBP (in the case of International Students)
  - d. Issue you any Qualifications, Statements of Attainment and Academic Transcripts you may be entitled to

### SECTION B - Office Use Only

Entered into TEAMS

Finances updated

PRISMS SCV (if applicable)

Stores notified

RD notified

Date [Stamped]:

Received by: \_\_\_\_\_

(Staff Name )