

## Course Withdrawal/Discontinuation Request Form

To be read in conjunction with EIA Student Enrolment Policy and Procedures, Overseas Student transfer Policy and Procedure. Please return the complete application form with relevant supporting evidence to [Studentservices@EIA.edu.au](mailto:Studentservices@EIA.edu.au)

Applicant Details			
Student Full Name:			
EIA Student ID:		Date of Birth:	___/___/___
Australian Mobile Number:		Email:	
Australian Residential Address:			
Course Name:			

Withdrawal/Discontinuation Details
Date of last class attended: ___/___/___
Unit Code and Name of last class attended:
Please describe the reason(s) that you are applying for withdrawal/discontinuation:
Please list the supporting document(s) attached with this application:
1.
2.
3.
4.
Other:

Please proceed to complete the following table if you are **transferring to another provider**

Transfer to another provider
Name of the provider:
Have you completed six months of your principal course at EIA (from course commencement date)? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, you will need to request a release from EIA)
Please explain why you would like to transfer to another provider:

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<b>Student Declaration</b>
I have read and understood the EIA <i>Student Enrolment Policy and Procedure, Overseas Student Transfer Policy and Procedure.</i>
I declare that all information and documents provided to EIA are correct and true. I understand that providing incorrect/misleading information may cause delay in processing my request.
I understand that my COE and enrolment status will be affected once my withdrawal/discontinuation request is processed. I also understand that EIA is obliged to inform the Australian Government, Department of Home Affairs for any changes been made to my COE and enrolment status, which may affect my student visa.
I acknowledge my responsibility for seeking independent immigration advice on my student visa.
<b>Student Signature:</b> _____ <b>Date:</b> ____/____/____

<b>OFFICE USE</b>
Application received on: ____/____/____ Application received by: _____
All relevant supporting evidence are attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has an exit interview been conducted with the student? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details of the exit interview:
Interview conducted by: _____ Interview conducted on: ____/____/____
<b>Application Outcome</b>
Withdrawal/Discontinuation granted? <input type="checkbox"/> Granted <input type="checkbox"/> Not Granted
Withdrawal/Discontinuation effected on: ____/____/____
Sign: _____ Date: ____/____/____
Is the student applying for a Release? <input type="checkbox"/> Yes (a Release Application form needs to be attached) <input type="checkbox"/> No
<b>Administration</b>

Notification sent to the student on: ____/____/____	Notified by:
PRISMS updated on: ____/____/____	Updated by:
EIAmanager updated on: ____/____/____	Updated by: