

Unit Withdrawal 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 Unit

Studentservices@eia.edu.au

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

Unit Withdrawal from Enrolment Details:	
Census Date: _____/____/____	Term:
Unit Code and Name:	
Please describe the reason(s) that you are applying for withdrawal/discontinuation of the unit:	
Please list the supporting document(s) attached with this application:	
1.	
2.	
3.	
4.	
Other:	

Student Declaration
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 acknowledge that, if approved, the unit will have a “WD” as the grade on my transcript. <i>“WD” stands for withdrawn after the census date and before the exams</i>
I understand that my COE and enrolment status might 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 am aware that withdrawal of unit after census date will result in: no refund of fee (or tuition fee still incur for the unit)
I am aware that withdrawal of unit after census date will only be approved with compassionate and compelling reason and sufficient supporting evidence.
I acknowledge my responsibility for seeking independent immigration advice on my student visa.
Student Signature: _____ Date: ____/____/____

OFFICE USE
Application received on: ____/____/____ Application received by: _____
All relevant supporting evidence are attached? ☐ Yes ☐ No ☐ N/A
Please provide details of the Approval:
Assessed by: _____ Assessment conducted on: ____/____/____
Application Outcome
Withdrawal ☐ Granted ☐ Not Granted
Withdrawal effected on: ____/____/____
Sign: _____ Date: ____/____/____
Administration
Notification sent to the student on: ____/____/____ Notified by: _____
PRISMS updated on: ____/____/____ Updated by: _____
EIAmanager updated on: ____/____/____ Updated by: _____