

# Course Withdrawal Request Form

Students who wish to withdraw their course should fill this form and submit to the front office. Do not use this form for any change of course within EAA. You must use Course change request form for change of course.

Please Note:

- Withdrawing from your course will result in cancellation of your CoE and this may affect your student visa.
- You should attach all the necessary supporting documents to validate your reason.
- If you are withdrawing course due to change of provider, you should attach an offer letter from your new provider.
- Letter of release will be issued only under certain circumstances as per the transfer between registered provider policy.
- If there is any refund request, Refund application form should be submitted along with this form.

STUDENT DETAILS			
<b>First Name:</b>			
<b>Last Name:</b>			
<b>Date of Birth:</b>		<b>Student ID</b>	
<b>Current Address</b>			
<b>Email address</b>		<b>Mobile Number</b>	
<b>Course withdrawal details</b>	<b>Course(s) currently enrolled and want to withdraw:</b> (If the student wants to withdraw from all the subsequent courses enrolled with the Institute, he/she should list the courses below)		
	<b>Current course:</b>		
	<b>Subsequent course(s):</b>		
<b>Reason for withdrawal</b>			
<b>Do you need a Letter of Release</b> (You should provide an Offer letter from the other provider)			<b>Yes / No</b>

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Office Use Only			
<b>Remarks</b>			
<b>Is the student Payment Up-to-date?</b>	Yes / No	<b>If yes, outstanding amount</b>	
<b>Is the withdrawal Approved?</b>	Yes / No	<b>Is the request for Letter of release approved?</b>	Yes / No / NA
<b>Approved By</b>			
<b>Is the SMS updated to reflect the change?</b>	Yes / No / NA	<b>Is the CoE cancelled?</b>	Yes / No / NA
<b>Is the outcome communicated to the student?</b>			Yes / No
<b>Processing staff</b>		<b>Signature</b>	<b>Date</b>