

Application for Withdrawal Form - International Students

This form is to be completed by international students who wish to withdraw / cancel from their course / courses of study. Withdrawal / Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy. Further information can be found in your student handbook.

Your visa may be affected by your application to withdraw so you should contact DHA on 131 881 to discuss any implications.

Student details:

Student Name:		Student ID:	
Address:			
Contact No.:		Email:	
Course:			

I wish to withdraw from the course I am enrolled in with Victorian Institute of Education for the following reason/s:

I have discussed the reasons for withdrawal from the course with the Academic Manager Yes No

Note that you are required to meet with the Academic Manager prior to submission of this form.

Student Signature	
Signed:	
Student Name:	
Date:	

Please forward this completed form to our office on the details below.

Upon receipt of this form and approval of your application, you will be withdrawn. Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

To apply for a refund of course fees paid (if applicable), please use the Refund Application Form.

Office Use Only

Application for Withdrawal		Approved	Not Approved
Checklists	Notified Student	SMS updated	PRISMS updated
Comments:			
Approved/Rejected By:			
Staff Name:		Position:	
Signature:		Date:	