

Withdrawal Form

Please refer to the International Student Deferral, Suspension and Cancellation of Enrolment information outlined in your written agreement.

If your request to withdraw is because you wish to transfer to another education provider, please note the following important information:

International students who have not completed six months of study in their principal course (i.e. their highest-level course) must apply for a release from EIM International Training if they wish to transfer to another education provider. Generally, students are not permitted to cancel their enrolment in order to undertake study at another education provider. All applications to transfer must be submitted with a valid Letter of Offer and supporting documentation.

Student Details

Given Name:		Surname:	
Date of Birth:		Contact Number:	
Email:			
Address:			

Course Details

Course Code & Name:			
Reason for Withdrawal:	<input type="checkbox"/> Returning to Home Country	<input type="checkbox"/> Course not meeting expectations	<input type="checkbox"/> Medical
	<input type="checkbox"/> Change/Rejection of Visa	<input type="checkbox"/> Family/Personal	<input type="checkbox"/> Other
Please provide details of your reason for withdrawal:			

Student Declaration

I understand that:

- Formal communications at EIM International Training are provided electronically and will be sent to my nominated email account.
- When this form has been submitted, the Department of Home Affairs – Immigration will be notified of the change to my enrolment at EIM International Training and this may affect the validity of my Student Visa.
- If I wish to change my decision after my enrolment has been cancelled, I will need to re-apply to EIM International Training.
- By signing this declaration, I have been advised that I must either leave Australia, obtain enrolment in an alternative course or apply for a different visa within 28 days of submission of this withdrawal and to contact the Department of Home Affairs – Immigration in regard to my student visa.

By signing here, I declare that I have read and understood every part of this declaration.

Student Signature: _____

Date: _____

Once you have completed this form, please send it back to admissions@eim.edu.au

Office Use Only			
Date Received:		Is the application completed with all required documentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student received a notice of intent to report or cancellation? <i>If yes, ensure to review the report notification and create a task for the date of expiry of the report notification and report via aXcelerate.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:			
Further actions:			
<input type="checkbox"/>	Student record in SMS updated?	<input type="checkbox"/>	Course Variation completed in PRISMS?
<input type="checkbox"/>	Agent advised? (If applicable)	<input type="checkbox"/>	Student advised of completion of withdrawal?

Student Services Officer Name: _____

Date: _____