



Student Name:		Student ID:	
Course:			
Date of Withdrawal:			

Refund reason	Please tick box		
I have commenced my course and withdraw from my course	<input type="checkbox"/>		
I have not commenced my course	<input type="checkbox"/>		
Visa Refused by Department of Home Affairs	<input type="checkbox"/>		
Course cancelled or rescheduled by Everest Institute of Education (Ei)	<input type="checkbox"/>		
Withdrawing or cancelling due to compassionate & compelling circumstances	<input type="checkbox"/>		
Other Reasons -	<input type="checkbox"/>		
Student Signature:			
Printed Name:			
Date:			

OFFICE USE ONLY

Circle - **Approved / Not Approved** By _____ /_____/_____
(CEO Signature) (Date)

Course Fees affected :- **No / Yes** , If Yes Difference in Fees Amount \$ _____

Outstanding Fees :- **No / Yes** , If Yes Amount due \$ _____

Updated on Student Management System **Yes / No** Date Update ___/___/___

Entered by _____

Student Informed of the Outcome **Yes / No** Informed by _____

Documentation Filed in Student File **Yes / No** Filed by _____