

International Students

This form is to be completed by international students who wish to withdraw/cancel from their course of study. 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 Department of Home Affairs on 131881 to discuss any implications.

Student Name:

Student ID:

Date:

/ /

Course:

I wish to withdraw / cancel from the course I am enrolled in with Everest Institute. I wish to withdraw / cancel for the following reason/s:

I have discussed the reasons for withdrawal / cancellation from the course with the Director prior to submission of this form
 Yes No

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Residential Address:

Suburb:

Postcode:

Telephone:

Mobile:

Email:

Student Signature _____ Date ___/___/___

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

Everest Institute of Education

Tel: (03) 8393 6550 Email: info@everest.edu.au

Head Office Address:

366-370 Spencer Street, West Melbourne, VIC 3003

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Upon receipt of this form and approval of your application, you will be withdrawn from the course enrolled with Everest Institute. Once your withdrawal has been processed, your Confirmation of Enrolment (CoE) will be canceled on PRISMS you will be issued with a statement of attainment for any competencies you have achieved. This statement of attainment will not be provided until all outstanding fees have been paid.

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

OFFICE USE ONLY

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

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

Updated on PRISMS **Yes / No** Date Updated ____/____/____

Updated by _____

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 _____