

SECTION B: APPLICATION TO WITHDRAW FROM COURSE

Course Details as stated on Confirmation of Enrolment (CoE)

Qualification (code and title) _____

Course Start Date: _____

Course End Date: _____

Please specify the date when you wish to cease your studies:

____ / ____ / ____

 *You must attach correspondence from the Department of Home Affairs showing that you have informed Immigration of your intention to withdraw your studies at St Peter Institute, and any response you receive from the Department.*

I understand that should my request be refused, that I may access St Peter Institute’s Internal Appeals Process, and that I must do this within 20 working days of being notified of the decision.

Provide detailed reasons for your request to withdraw *(attach additional pages and/or documents if necessary)*

SUBMIT THE COMPLETED FORM TO ADMINISTRATION

STUDENT DECLARATION

I declare that all of the information that I have provided in support of my application is true and correct.

I declare that any documents that I have provided in support of my application are authentic.

I understand that deferring, or withdrawing from, my enrolment on any grounds may affect my student visa.

I understand that should my request be refused, that I may access St Peter Institute's Internal Complaints and Appeals Process, and that I must do this within 20 working days of being notified of the decision.

Student Name (*print name*) _____

Student Signature (*signature*) _____

Date: _____

Office Use Only

- Deferment/leave of course approved **Revised Course Start Date:** _____ **Revised Course End Date:** _____
- Withdrawal from course approved **Date Student to Cease Studies** _____

- Deferment of, or temporary leave, from course not approved (please provide reasons for the decision below)
- Withdrawal from course not approved (please provide reasons for the decision below)
- Student has access St Peter Institute's Internal Appeals process, and decision upheld

- Student has been notified in writing
- Student has provided evidence of contacting Department of Home Affairs
- Where eligible, student withdrawing from their course has been issued a Statement of Attainment for any Unit(s) completed
- Student entitlements to refund has been reviewed and processed
- SMS has been updated
- PRISMS has been updated
- Student's trainer(s) notified

CEO (*print name*) _____

CEO (*Signature*) _____

SSO (*print name*) _____

SSO (*Signature*) _____

Database Administrative Assistant (*print name*) _____

Database Administrative Assistant (*Signature*) _____

Date: _____

Notes: