

REQUEST FOR WITHDRAWAL FROM A COURSE OF STUDY





This form is to enable withdrawal from a course of study (cancellation of enrolment). Please refer to the relevant section in the [Student Handbook](#) when completing the form

PERSONAL DETAILS

Family Name	<input type="text"/>	Student ID	<input type="text"/>
Given Name	<input type="text"/>	Course	<input type="text"/>
Contact No.	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>	Intended date of Withdrawal	<input type="text"/>

APPROVALS

Who 	Where 	Signature	Date
Registrar <i>(or their nominee)</i>	Student Services office	<input type="text"/>	<input type="text"/>
Accounts Receivable <i>(or their manager)</i>	Finance office	<input type="text"/>	<input type="text"/>



Don't forget to return all relevant items to the College (e.g. Keys, ID card, Library books etc)

SUBMITTING YOUR REQUEST



Completed forms, including all the required signatures, should be submitted to studentservices@icms.edu.au | Incomplete applications will not be processed

DECLARATION

I hereby confirm that I wish to withdraw my enrolment from the course noted above.
I understand I may be required to supply additional information, in order to facilitate this request.

Signature: <i>(or guardian if under 18)</i>	<input type="text"/>	Date <i>(dd/mm/yyyy):</i>	<input type="text"/>
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STUDENT ADMINISTRATION USE ONLY

Entered in PRISMS <input type="checkbox"/>	Entered in Avantis <input type="checkbox"/>	Date Received	<input type="text"/>
<i>Withdrawal Notification + Academic Record</i> [sent] <input type="checkbox"/>		COS Number	<input type="text"/>

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REASON FOR WITHDRAWAL

Select the item which **best** indicates your reason for withdrawing

Changing Institution	<input type="checkbox"/>	Personal Reasons	<input type="checkbox"/>	Work Commitments	<input type="checkbox"/>
Financial Reasons	<input type="checkbox"/>	Health Issues	<input type="checkbox"/>	Other Reasons	<input type="checkbox"/>

EXIT QUESTIONNAIRE

1 Did you apply to the College through an education agent? If so who where they and were you happy with the service you received?

2 Did you have any problems or issues during your period at the College? If so, what were they?

3 What did you enjoy most about the College?

4 Do you have any general feedback regarding the College?

5 What are your plans for the future?
Do you intend to study at another institution and if so do you know which institution?