



PERSONAL DETAILS

Student ID Number	<input type="text"/>	Family Name	<input type="text"/>
Given Name(s)	<input type="text"/>		
Email	<input type="text"/>		
Address	<input type="text"/>		Post Code
Date of Birth	<input type="text"/>	Phone number	<input type="text"/>
Are you an International student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship	<input type="text"/>
Are you sponsored?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sponsor	<input type="text"/>

*** If you are a sponsored student you must have your sponsors approval to withdraw from your program ***

Currently enrolled in (please circle)

ELICOS	Senior Secondary	FSP	Diploma
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PROGRAM WITHDRAWAL

Reason for withdrawal:

Intended last date of study:

Student requirements

- **Airline tickets** must be purchased after counselling from Student Services Unit or Academic Directorate. Tickets must be presented to the Student Services Unit or this form will not be processed. Program Support will notify you via email of the outcome of your application.

Other information

For further information relating to a refund please refer to the refund policy in the Policy and Procedure Library located on our website www.eynesbury.navitas.com

- If you are a sponsored student you must have your sponsor's approval to withdraw from a program of study.
- Eynesbury College is required to notify Immigration that a student has withdrawn from their program of study.
- If your Eynesbury College program is packaged with a university we are required to advise your pathway University of your withdrawal. The university will advise Immigration of the change to your study which may in turn affect your student visa.

PLEASE READ AND ACKNOWLEDGE

- I understand that should I withdraw from a program that I will be liable for all fees and charges, whether paid or outstanding, in accordance with the Eynesbury College Refund Policy.
- I must attach the request for refund form if I wish to be considered for a refund.
- I acknowledge that I have read and understand the Eynesbury College Refund Policy in relation to these matters.
- I understand that I may be required to attend a meeting with relevant staff before my application is processed.
- I understand I will be withdrawn from my program on completion of the withdrawal process.
- The withdrawal process may take up to **10 working days**.

Student signature	<input type="text"/>	Date	<input type="text"/>
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*** Parent/Manager SSU to sign if student is under the age of 18 ***

Parent/ Manager SSU	<input type="text"/>	Date	<input type="text"/>
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LODGEMENT DETAILS

In person: Student Services Ground Floor at the Coglin Street Campus	By Email: studentservices@eynesbury.sa.edu.au
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OFFICE USE ONLY

SSU sign off/application received	<input type="text"/>	Date received	<input type="text"/>
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ACADEMIC DIRECTORATE

Please indicate withdrawal date:			
Indicate ITR status (if applicable)			
Approval granted	Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved by	
Academic penalty	Yes <input type="checkbox"/> No <input type="checkbox"/>	Specify penalty	
Comments:			
Signature		Date	

Student Services Unit

<input type="checkbox"/> Early completion	<input type="checkbox"/> Withdrawal from program	<input type="checkbox"/> Other:	
Check List		Date Completed	Initial
<input type="checkbox"/> Check student finances; refer to Kim Kong			
<input type="checkbox"/> Is student sponsored: Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes:			
<input type="checkbox"/> Contact the Marketing Director for feedback			
<input type="checkbox"/> Contact sponsor for approval			
<input type="checkbox"/> Student has submitted confirmed flight details to home country and provided supporting documents (if applicable)			
<input type="checkbox"/> Add note to MAZE			
<input type="checkbox"/> Notify Immigration via PRISMS			
<input type="checkbox"/> Notify student via email			
<input type="checkbox"/> Notify the student's parent and/or agent (if applicable)			
<input type="checkbox"/> Notify the Accommodation and Welfare Coordinator (if applicable)			
<input type="checkbox"/> Notify University / partner institution			
<input type="checkbox"/> Update Withdrawal/Release log			
Comments:			

Student Services Sign Off

PS	Name		Signature		Date	
SSU Manager	Name		Signature		Date	

FINANCE OFFICER

Is the student eligible for a refund? Yes <input type="checkbox"/> No <input type="checkbox"/>		Comments:
Refund Form Received? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Tuition	\$	
At \$ week	\$	
Less %	\$	
TOTAL	\$	
OSHC	\$	
Other	\$	
TOTAL REFUND	\$	
Signature		Date