

F11 Course Withdrawal Request Form

Students who wish to withdraw their course should fill this form and submit to the front office.

- Withdrawing from your course will result in cancellation of your CoE and this may affect your student visa.
- You should attach all the necessary supporting documents to validate your reason
- If you are withdrawing course due to change of provider, you should attach an offer letter from your new provider.
- Letter of release will be issued only under certain circumstances as per the transfer between registered provider policy
- If there is any refund request, Refund application form should be submitted along with this form.

STUDENT DETAILS				
First Name				
Last Name				
Date of Birth		Student ID		
Current Address				
Email address		Mobile Number		
Course(s) currently enrolled and want to withdraw: (If the student wants to withdraw from all the subsequent courses enrolled with the Institute, he/she should list the courses below)				
Course withdrawal details	Current course:			
	Subsequent course(s):			
Reason for withdrawal				
Do you need a Letter of Release (You should provide an Offer letter from the other provider)				Yes / No
Evidence Attached				Yes / No
Student Signature:			Date:	
Office Use Only				
Remarks				
Is the student Payment Up-to-date?	Yes / No	If yes, outstanding amount		
Is the withdrawal Approved?	Yes / No	Is the request for Letter of release approved?	Yes / No / NA	
Approved By		Accounts Notified?	Yes / No / NA	
Is the SMS updated to reflect the change?	Yes / No / NA	Is the CoE cancelled?	Yes / No / NA	
Is the outcome communicated to the student?				Yes / No
Processing staff		Signature		Date