

F11 Course Withdrawal Request Form

Students who wish to withdraw their course should complete this form and submit to the AIE reception.

- 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 from a course due to a change of provider, you must 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, Complete the refund request application form and submit it 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?	Yes / No / NA	Is the CoE cancelled?	Yes / No / NA
Is PRISMS updated?	Yes / No / NA		
Is the outcome communicated to the student?			Yes / No
Processing staff		Signature	Date