



## Cancellation and Withdrawal Request Form

### Student Details

<b>Student ID:</b>	<b>Mobile:</b>
<b>Student Name:</b>	<b>Email:</b>
<b>Home Address:</b>	
<b>Course:</b>	
<b>Course start date:</b>	

**Have you attended any classes in this training period? (Please circle):**      **No**      **Yes**

If yes, when was the last date you attended classes? -----/-----/-----

### Reason for Course withdrawal *(Please tick)*:

- Medical Issues
- Low Assessment Results
- Loss of Interest in Course
- Personal/Family Problems
- Transfer to another institute/ provider
- Cannot keep up with study load
- Accommodation issues
- Obtained employment
- Financial Issues
- Support Services not adequate
- Others

### Supporting documents provided *(Please tick)*:

- Medical Issues
- Airline Tickets
- Explanation Letter
- Signed Offer Letter
- Others



**Course withdrawal: Important Information**

- If you are requesting for course withdrawal prior to completing six (6) months of your principal course and your Student Visa was granted under NEI’s COE, you must request for a visa cancellation from the Department of Home Affairs (DHA) and re-apply for a new student visa using the COE issued by the new education provider. Otherwise, release may not be granted.
- You must fill out the course withdrawal application.
- You must be up to date with course fees at the time of the request.
- Your request will be assessed based on the student course variation or withdrawal policy.
- If you wish to apply for a refund, you must fill out the Refund Request Form. Please refer to the refund policy.
- You will be issued with Statements of Attainment for units completed and paid to date upon request.

**Student Declaration (Please tick):**

- I have read and accept the policy and declare that the information provided is correct and complete.
- I understand that any refund must comply with the terms and conditions.
- I understand that if there any internal misconduct (attendance, academic and fee payment concerns) my application may not be approved.
- I have carefully read, understood and agree with all information related to this application form.
- I understand that the fee is not refundable regardless of the outcome of this application.
- I understand that the documentation provided with my application may be verified by the NEI with the issuing authority. I acknowledge that disciplinary action may be taken by the NEI if I knowingly supply false or misleading documentation.
- I declare that the information I have given on this application is true and correct, and understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.
- I also understand that the administration processing fees apply for each refund request submitted to admissions department of \$250.
- I have read and understood the guidelines on this form and have submitted appropriate original supporting documentation. I have sought advice from the Student Services in relation to my student visa and the refund agreement. I understand the consequences of this application and accept responsibility to ensure my enrolment is correct.
- I have been informed of possible visa implications and advised to contact the Department of Home Affairs (DHA) for further information and it is my responsibility to maintain my visa conditions.

***Please note that until your request is approved, you must continue your enrolment at NEI and attend class on all scheduled days***

**Student Signature:** .....

**Date:** ...../...../.....



**For Office Use Only**

Date Received: ...../...../.....

Received by: .....

Student completing six months of their principal course of study: YES NO

**Accounts**

Fees: Paid fee – Overdue fee – Other charges:  
(student account statement is required to be attached)

**NEI Management Decision:**

- Course withdrawal Approved Notes:
- Not Approved

Signature: .....

Date: ...../...../.....

**Student Services**

- COE cancelled – PRISMS
- Student Notified of Outcome
- RTOM updated and scanned
- Form/documents uploaded
- Academic team informed

Completed by:

Name and Signature: .....

Date: ...../...../.....

**IT Support**

- LMS Account Suspended
- RTOM account Inactivated

Completed by:

Name and Signature: .....

Date: ...../...../.....