

Withdrawal application form

This form should be completed if a student wishes to fully withdraw from their enrolment at Whitehouse International College and no longer be a student with the organization.

Completed forms should be emailed to Studentservice@whitehousecollege.edu.au

Should a student wish to pause their enrolment they should use the “**Deferral Application Form**” which can be found on our website.

Should a student wish to change courses based on a discussion with academic staff they should use the “**Course Transfer Form**” which can be found on our website

Students wishing to be considered for withdrawal should ensure that they understand the minimum terms as set out in the enrolment agreement, and the definition of “principal course” where a student holds more than one COE (Confirmation of Enrolment) from Whitehouse International College.

Your principal course is **your final course** and your eligibility for release is 6 months after that course commences.

Students will not be given release to leave earlier than the 6-month statutory period unless there is a compelling reason.

| | |
|--|--|
| Student Name: | |
| Student ID: | |
| Contact email: | |
| Best contact number (include country code if overseas) | |
| <i>Name & Contact details of Migration Agent or Immigration lawyer (If applicable)</i> | |
| Course(s) enrolled in – Include full name and codes | |
| Date student commenced studying | |
| Requested date to Withdraw | |

Reason for Withdrawal

Students should provide as much information as they can about their reasons for requesting a withdrawal and please attach any supporting evidence for example **health records & reports, relocation evidence, application or offers from other educational institutions, evidence of a change in immigration status.**



Students should be aware that they are required to substantiate and prove any claims that they make in this application and failure to do so may lead to a delay in a decision or a denial of the application.

Student Administration and Records will endeavour to process your application within 10 working days of your application being received.

Declaration

The information I have provided in this application is true and correct to the best of my knowledge and I understand that providing inaccurate or incomplete information will delay my refund application.

- I understand that my course withdrawal application is subject to the policy and procedure of the College.
- I understand that part of my course fee may be non-refundable, or I may still be liable to pay some of my financial obligations.
- I understand that the College may conduct inquiry to relevant people or organization in relation to my application for course withdrawal.
- I understand that if I am withdrawing to enrol at another college that representatives from that organisation may contact Whitehouse International College for supporting documentation and information about your time as a student. **We are obliged to provide confirmation of your academic progress.**
- I understand that as part of the withdrawal process, I may be approached to conduct an exit interview

Signed:

Dated:

Withdrawal Application Form



WHITEHOUSE
INTERNATIONAL
COLLEGE
RTQ 45927 | CRICOS 04067D

02 6190 7902
www.whitehousecollege.edu.au
admin@whitehousecollege.edu.au
Address: 1/150 King Street,
Newcastle, 2300, NSW

| Office use only | |
|---|-------------------|
| Application processed by | |
| Decision | Accepted Rejected |
| Summary of decision: | |
| Communicated to student on (date) | |
| Exit interview requested (Marketing department) | Yes No |