

<i>Form</i>	No: AD14
	Name: Course Withdrawal Application

This form is used when a student would like to withdraw from their course/s. This application will be assessed by the authorised officer considering factors such as satisfactory course progress and any outstanding fees.

Section 1: PERSONAL DETAILS		
Student Name <i>(as seen on the passport)</i>		UE ID:
Address:		Post Code:
Home Phone:		Mobile No:
Email:		

Section 2: COURSE DETAILS (please list all courses you wish to withdraw from)		
Course:		
Class/Level:	Start Date:	End Date:
Course:		
Class/Level:	Start Date:	End Date:
Course:		
Class/Level:	Start Date:	End Date:

Section 3: Reason for Withdrawal
<p><i>Please explain why you no longer want to study your course/s.</i></p>

Section 4: DOCUMENTATION
<p><i>Please provide supporting evidence (if any)</i></p>

Section 5: Declaration

I understand that:

- This application will be reviewed by UE and does not guarantee an approval to withdraw. I am expected to continue my studies at UE until I receive the outcome of this application.
- This is a request to leave UE for the reasons stated above and understand that if it is approved, I will no longer be enrolled as a student at UE.
- If this application is approved, UE will inform DHA of my withdrawal and I understand the implications for my student visa (if applicable).
- I am entitled to a Statement of Attainment for the Units of Competency for which I have been assessed as Competent if I have paid all fees relating to the units (including material fees, etc.)
- My withdrawal will be denied if I have not paid all outstanding fees.

Student Signature:

Date:

Section A: Office Use Only

Accounts Department

Accounts Officer
Name:

Signature
and Date:

Amount
Owing:

Outcome:

Reason/s:

- Approved
 Denied

(Note: Assessment must only be done by a Manager)

Admissions Department

Assessed by:

Signature and Date:

Processed By:

Signature and Date: