

This form is to be completed by a student who wishes to withdraw from their studies at ASA Institute of Higher Education. Depending on the submission date, students may be financially and academically liable for any units you are currently enrolled in. Refer to key dates for liability deadlines.

Failure to provide true and correct supporting documentation and complete the required fields of this form may result in your application being delayed or refused.

Return completed form and supporting documentation to [info@asahe.edu.au](mailto:info@asahe.edu.au)

Please refer to the [Deferral, Cancellation and Suspension Policy and Procedure](#) and the [Student Transfer Policy and Procedure](#). Your application will be assessed based on the timeline outlined within the procedure, (10) ten working days.

## Section 1: Personal Information

Student ID	<input type="text"/>	Student Name	<input type="text"/>
Course	<input type="text"/>		

## Section 2: Course Withdrawal Information

When do you wish to withdraw?	Quarter	<input type="text"/>	Date	<input type="text"/>
	Immediately	<input type="checkbox"/>		
Have you completed six (6) months of your primary course?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any outstanding fees?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you requested a release from PRISMs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If eligible, would you like to exit with and graduate with a lower award?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## Section 3: Reason for Course Withdrawal

Please provide the reason for Course Withdrawal application:

- |   |   |
|---|---|
| <input type="checkbox"/> Changing to another provider | <input type="checkbox"/> Returning to home country          |
| <input type="checkbox"/> Change in Visa status        | <input type="checkbox"/> Other – Please enter details below |

*If the information provided does not fit in the above box, please attach the details in a separate document*

## Section 4: Supporting Documentation

International students must provide supporting documentations with a course withdrawal application request to be considered for review.

- |   |  |
|---|--|
| <input type="checkbox"/> Letter of Offer from another provider within Australia | <input type="checkbox"/> Updated Visa with changes to study rights or citizenship status |
| <input type="checkbox"/> Travel/flight itinerary with plans to leave Australia  | <input type="checkbox"/> Other – Please enter details below                              |

*If the information provided does not fit in the above box, please attach the details in a separate document*

## Section 5: Student Declaration

- ☐ I declare that, to the best of my knowledge, the information provided in this application form and all supporting documentation is true and correct
- ☐ I understand that any incomplete information may lead to the return of my application, or I may be contacted at any time regarding my application for further information. Failure to return the require information may result in the application being refused
- ☐ I understand that dependent on the day of submission I may be financially liable for currently enrolled units and any outstanding amounts from prior quarters.
- ☐ I authorise ASA to make necessary enquiries in the assessment and verification of this application and to use any information supplied in this application for that purpose.
- ☐ I have read and understood the Deferral, Suspension and Cancellation Policy and Procedure

Student Signature

Date