

This form is to be completed by a student seeking to withdraw from their course at Adelaide Institute of Higher Education (AIHE). Before withdrawing from your course, please consider your options carefully. Depending on when you withdraw from your course, there may be financial and academic penalties. Please refer to clause 9.2 Enrolment and Withdrawal Procedure under <http://aihe.sa.edu.au/pages/policy-and-procedure/policy-and-procedure-directory> and the Academic Calendar at <http://aihe.sa.edu.au/students/important-dates-and-timetables>.

If you are an international student, you should speak to the Student Support Officer prior to withdrawing. If you withdraw from your course, your visa will be cancelled, and you will need to return home within 28 days.

1. Student Details

| | | | |
|------------------------|--|-------------------|--|
| Family name | | First name | |
| AIHE Student ID | | Course | |

2. Course and Subject Details

2.1. Course Name:

Course Code:

2.2. Study Period

| | | | |
|-------|---|---|---|
| Year: | <input type="checkbox"/> Study Period 1 | <input type="checkbox"/> Study Period 2 | <input type="checkbox"/> Study Period 3 |
|-------|---|---|---|

2.3. Withdrawal from Course

I hereby give notice to AIHE that I want to withdraw from the course.

2.4. Withdrawal from Subjects – complete this section if you are currently enrolled in any subjects

I hereby give notice to AIHE that I want to withdraw from the following subject/s I am currently enrolled in

| Subject Code | Subject Title |
|--------------|---------------|
| | |
| | |
| | |
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2.5. Reason for Withdrawal from Course

I hereby give notice to AIHE that I am withdrawing from my course for the following reason/s:

3. Student Declaration



I have read and understood the Fees and Refunds Policy and related Procedure and understand that financial penalties may be incurred. I have read and understand the Enrolment and Withdrawal Procedure and understand that academic penalties may be incurred.

Student's Name:

Student's Signature:

Date:

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| | | |
|---|---|------------|
| Received by: | | Comment/s: |
| Date received: | | |
| Domestic or International Student: | | |
| International Student transfer: | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| HoS advised: | | |
| SIS updated: | <input type="checkbox"/> Yes Completion Date: | |
| Finance Team advised/ Refund Request completed: | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Completion Date: | |
| Date of form filed by Student Services Team | | |