

Local Students

Application for Withdrawal Form

(Note: International Students must use **International Students Application for Transfer Form**)

STUDENT DETAILS			
First Name:			
Last Name:			
Date of Birth:		Student ID	
Current Address			
Email address		Mobile Number	
Course withdrawal details	Course(s) currently enrolled and want to withdraw: (If the student wants to withdraw from all the subsequent courses enrolled with the Institute, he/she should list the courses below)		
	Current course(s):		
	Subsequent course(s):		
Reason for withdrawal			
Do you need a Letter of Release (You should provide an Offer letter from the other provider)			Yes / No

Student Signature: _____

Date: _____

Office Use Only			
Remarks			
Is the student Payment Up-to-date?	Yes / No	If yes, outstanding amount	
Is the withdrawal Approved?	Yes / No	Is the request for Letter of release approved?	Yes / No / NA
Approved By			
Is the SMS updated to reflect the change?	Yes / No / NA	Is the CoE cancelled?	Yes / No / NA
Is the outcome communicated to the student?			Yes / No
Processing staff		Signature	Date

Please Note:

- If applicable, Withdrawing from your course will result in cancellation of your CoE and this may affect your student visa.
- You should attach all the necessary supporting documents to validate your reason.
- If you are withdrawing course due to change of provider, you should attach an offer letter from your new provider.
- Letter of release will be issued only under certain circumstances as per the DNA Kingston International Student Transfer Policy.
- If there is any refund request, Refund application form should be submitted along with this form.