

WITHDRAWAL OR APPLICATION FOR TRANSFER FORM FOR INTERNATIONAL STUDENTS

(Note: Local Students must use Withdrawal Application Form for Local Students)

| STUDENT DETAILS (Student to complete) | | | |
|--|---|--|--|
| First Name: | | | |
| Last Name: | | | |
| Date of Birth: | | Student ID: | |
| Current Address: | | | |
| Email Address: | | Mobile: | |
| 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 all the courses below) | | |
| | Current course: | | |
| | Subsequent course(s): | | |
| Detailed reason for withdrawal with evidence as required: | <i>(Please refer to 'Deferment-Suspension-and Cancellation policy and procedure')</i> | | |
| Do you need a Letter of Release? (You should provide an Offer letter from the other provider) | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Please Note:

- 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 Transfer of Provider Policy and Procedure.
- If there is any refund applicable, a Refund Request Form should be submitted along with this form.

| | | | |
|------------------------------|--|-------|--|
| Student signature: | | Date: | |
| Receiving officer signature: | | Date: | |

COLLEGE OFFICE USE ONLY - (this section)

| | | | |
|---|---|-----------------------|---|
| Is the student Payment up to date? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Balance owing: | |
| Is the withdrawal Approved? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Approved By: | | | |
| Is the request for Letter of release approved? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | | |
| Is the UoC updated and enrolment cancelled in aXcelerate to reflect the change? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Is the CoE cancelled? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Is the outcome communicated to <u>the student</u> and <u>Trainers</u> ? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | Date: | | |
| Processing staff: | | | |
| Finance Signature: | | Date: | |