



STUDENT SERVICES · ENROLMENT

Withdrawal Application Form

Notify IOIS that you wish to withdraw from your course

ABOUT THIS FORM

- **Use this form** to withdraw from your course with IOIS. You may withdraw at any time. If you only need a break from your studies, you may be able to **defer or suspend** your enrolment instead. Talk to Student Support before you decide.
- **Send the completed form to studentsupport@iois.edu.au**. We will acknowledge it within **3 working days** and confirm your withdrawal in writing within **10 working days**, including the effective date, any effect on your fees and your Statement of Attainment.
- **Fees and refunds** are handled under the Fees and Refunds Policy. If you withdraw after your course has started, fees for the current study period are payable and any overdue fees remain owing. If you think you are eligible for a refund, also complete a **Refund Application Form** within **10 working days**.
- **Students under 18** need a parent or guardian to sign this form.

01 STUDENT DETAILS

GIVEN NAME(S)		SURNAME	
STUDENT ID	DATE OF BIRTH	PHONE NUMBER	
EMAIL ADDRESS			
COURSE CODE AND TITLE			

02 WITHDRAWAL DETAILS

DATE YOU WISH THE WITHDRAWAL TO TAKE EFFECT		DATE YOU LAST TOOK PART IN YOUR COURSE	
MAIN REASON FOR WITHDRAWING (TICK ALL THAT APPLY)			
☐ Personal or family reasons	☐ Health or wellbeing	☐ Work commitments	
☐ Financial reasons	☐ Course not what I expected	☐ Workload or study demands	
☐ Technology or online learning	☐ Moving to another provider	☐ Other	
PLEASE DESCRIBE THE REASON FOR YOUR WITHDRAWAL			
HAVE YOU SPOKEN WITH STUDENT SUPPORT ABOUT DEFERRAL, SUSPENSION OR OTHER SUPPORT?			
☐ Yes ☐ No – I would like someone to contact me first ☐ No – please process my withdrawal			
WILL YOU ALSO APPLY FOR A REFUND?			
☐ Yes – Refund Application Form attached ☐ No			



IS THERE ANYTHING WE COULD HAVE DONE BETTER? (OPTIONAL - YOUR FEEDBACK HELPS US IMPROVE)

03 DECLARATION

I wish to withdraw from the course named above. I declare that the information on this form is true and correct. I understand that:

- my access to Moodle and other learning systems will end from the effective date of my withdrawal;
- fees are payable under the Fees and Refunds Policy, and any outstanding fees remain owing;
- I will receive a Statement of Attainment for any units I have successfully completed; and
- if I wish to study with IOIS again, I will need to re-enrol.

STUDENT SIGNATURE		DATE
PARENT OR GUARDIAN NAME (IF UNDER 18)	SIGNATURE	DATE

Privacy notice. IOIS uses the information on this form to process your withdrawal, update your enrolment and fee records, and report to NCVET and government agencies as required by law. It is handled under the IOIS Privacy Policy and the Privacy Act 1988 (Cth).

OFFICE USE ONLY

DATE RECEIVED	DATE ACKNOWLEDGED	CONFIRMED EFFECTIVE DATE
SUPPORT OR ALTERNATIVES OFFERED? ☐ Yes ☐ No		OUTCOME OF SUPPORT DISCUSSION
OUTSTANDING FEES? ☐ Yes ☐ No	IF YES, AMOUNT AND ARRANGEMENT	
ACTION		DONE
Withdrawal confirmed to the student in writing, with effective date, fees and appeal rights		☐ Yes ☐ No
Refund Application Form received and referred under the Fees and Refunds Policy		☐ Yes ☐ No
Student management system updated and AVETMISS outcome recorded		☐ Yes ☐ No
Statement of Attainment issued for completed units (or not applicable)		☐ Yes ☐ No
Moodle and student system access removed from the effective date		☐ Yes ☐ No
Recorded in the Deferral, Suspension and Cancellation Register		☐ Yes ☐ No
STAFF NAME AND POSITION	SIGNATURE	DATE