

Institute of International Studies (IOIS) ABN: 86636830263 RTO: 45883 Address: Suit 703, Level 7, 79 George Street

Parramatta, NSW-2150 https: www.iois.edu.au

## WITHDRAWAL APPLICATION FORM

## **ABOUT THIS FORM**

This form is to be used when applying to withdraw from your studies with IOIS. Please note that any refunds will be processed in line with the **IOIS Fees and Refunds Policy**. If you believe you are eligible for a refund, you must also complete a **Refund Application Form**.

**SURNAME** 

## STUDENT DETAILS

**GIVEN NAME** 

DATE OF BIRTH

ADDRESS					
EMAIL ADDRESS					
PHONE			STUDENT NUMBER		
GENDER	□ Male □ Fema		le	□ Other	
REASON FOR WITHDRAWAL					
Please briefly describe the reason you have decided to discontinue your studies.					
Please specify the date from which you wish this withdrawal notice to take effect.					

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## **DECLARATION**

I declare that the information provided by me to the best of my knowledge is accurate and truthful and can be used to investigate the complaint or appeal.

STUDENT SIGNATURE	
DATE	

Please submit this form to our office via email or post.

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