



Request to Discontinue from the Course

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| Personal Detail: | | |
| Student Number: KWI000 _ _ _ _ | DOB: | |
| First Name: | Last Name: | |
| Update Contact Detail after Discontinue from the Course: **(Compulsory) | | |
| Residential Address (Onshore): | | |
| City/Suburb: | State: | Postcode: |
| Mailing Address (Offshore): | | |
| City/Suburb: | State: | Postcode: |
| Details about the Course Withdrawal: **(Compulsory) | | |
| The Course I am currently enrolled in is: | | |
| I would like to withdrawal from this course as from: | The end of the current teaching period; or | Date: |
| | The date this document was lodged | Date: |
| Have you attended any classes during this teaching period? | YES / NO | |
| Please indicate the reason for Discontinue from the Course | | |
| <input type="checkbox"/> Too far behind in studies | <input type="checkbox"/> Inadequate support services | |
| <input type="checkbox"/> Low academic results | <input type="checkbox"/> Family problems | |
| <input type="checkbox"/> Loss of interest in the course | <input type="checkbox"/> Obtained employment | |
| <input type="checkbox"/> Transfer to another Course Provider** | <input type="checkbox"/> Health Issues | |
| <input type="checkbox"/> Visa Reject | <input type="checkbox"/> Other – Please detail below | |
| Other Reason: | | |
| | | |
| Important Information: | | |
| **It is strongly recommended that you discuss your options with Student Services Staff as this decision is likely to have consequences for your visa. | | |
| ** If you are thinking about changing your course of study, you need to ensure that you continue to meet all the conditions that apply to your student visa. | | |
| ** If you were granted a visa under the streamlined visa processing (SVP) arrangements and you would like to change to a new course of study, you generally need to enrol in another streamlined eligible course (or package of courses) at the same level as your current course in order to remain compliant with the conditions on your current student visa. To check whether a course is eligible for streamlined visa processing, or to learn more about the streamlining arrangements for certain student visas, please refer to immigration website at: www.immi.gov.au | | |
| Declaration: | | |
| **I understand that I will forfeit my place in this course if I withdraw and will need to apply for re-admission if I wish to continue my studies at a later date. I understand I will not be entitled to a refund of fees paid to Kingsway Institute if this withdrawal form is lodged after the relevant census date. I authorise Kingsway institute to withdraw me from all studies at the institution effective from the date specified above. | | |
| Signature: | Date: | |

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| <u>OFFICE USE ONLY</u> |
| Date received by Kingsway Institute: _____ |
| <input type="checkbox"/> Visa Checked |
| <input type="checkbox"/> Payment Checked |
| <input type="checkbox"/> Study Progress Checked |
| <input type="checkbox"/> Attendance Checked |
| <input type="checkbox"/> Student Data Updated |
| <input type="checkbox"/> eCoE Cancelled on Date: _____ |