

Withdrawal from Course Form – Higher Education and VET

- This form is to be used when formally withdrawing from a course of study when you do not intend to return to study.
- If you are seeking to defer your course or transfer to another provider or campus, refer to the **Variation of Course Form**.
- If you are withdrawing from a course and have paid for subjects / units of study that you are yet to complete, you will also need to complete an **Add, Drop, Swap Form**. Refer to the **Fees Policy** to see if you are eligible for a refund of fees paid.

PERSONAL DETAILS

Student Number		Campus	
Title	Given Name	Family Name	
Address		State	Postcode
Email		Phone Number	
Date of Birth			

COURSE DETAILS

I wish to withdraw from the following course:

Course Title	Expected year of completion
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REASONS FOR WITHDRAWAL

Please take the time to list your reasons for withdrawal. Your feedback is important to us.

- | | |
|--|---|
| <input type="checkbox"/> Attending a different institution | <input type="checkbox"/> Personal problems /reasons |
| <input type="checkbox"/> Family Illness | <input type="checkbox"/> Poor reputation |
| <input type="checkbox"/> Felt unwelcome | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Travel/break from study |
| <input type="checkbox"/> Lack of preparation/not coping | <input type="checkbox"/> Work related reasons |
| <input type="checkbox"/> Not what I expected | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Personal Illness | |

Please provide any feedback that you would like to provide regarding your experience.

Student Signature	Date
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PRIVACY: For details of College practices regarding student information and privacy see www.endeavour.edu.au/policies-and-procedures/

OFFICE USE ONLY

Date Processed in Filemaker	<input type="checkbox"/> Office of Student Records Advised
Staff Member's Name	Signature
