



# Elite Education Institute

(CRICOS Provider Code: 03390A)

## COURSE WITHDRAWAL FORM

Complete and sign this form to permanently discontinue (withdraw from) your course at Elite Education.  
Please submit this form in person at a Student Service Centre.

**OPTIONS:** A number of options exist which you may wish to consider before terminating your enrolment.  
Leave of absence; Applying for an Internal Transfer to study in another course at EEI.

**STUDENT SUPPORT:**

We also have a number of dedicated Student Engagement and Support Services in place for those experiencing difficulty in meeting their course requirements, which are available to all students.

**STUDENT ID CARDS:**

When you are discontinued from your course, your Student ID card will become invalid.  
Submit your ID card with this form to avoid any issues.

**REFUND OF FEES :** Please refer to our refund policy.

**INTERNATIONAL STUDENTS:** Your application must be authorised by Elite education Institute.  
If seeking to transfer to another institution, you may be required to complete a Release Letter application.

FAMILY NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_  
GIVEN NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POST CODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
COUNTRY(if not Australia): \_\_\_\_\_ MOBILE: \_\_\_\_\_  
COURSE NAME: \_\_\_\_\_

**REASONS FOR WITHDRAWAL (Please indicate below the MAIN reason):**

- |   |   |
|---|---|
| <input type="checkbox"/> Transfer to another Provider (submit new enrolment form) | <input type="checkbox"/> Financial reasons      |
| <input type="checkbox"/> Language difficulty                                      | <input type="checkbox"/> Academic difficulty    |
| <input type="checkbox"/> Personal/Family reasons                                  | <input type="checkbox"/> Change visa conditions |
| <input type="checkbox"/> Other reason, please specify:                            |   |

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

EEI APPROVAL  Approved  Not Approved

EEI OFFICER'S SIGNATURE:

RECIEVED BY:

PROCESSED BY:

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy .