

WITHDRAWAL REQUEST – ENGLISH ONLY

STUDENT TO FILL OUT “PART A” TO “PART D”

DEADLINE : Submit no later than Friday (end of business day – 4.30pm)

OUTCOME/REPLY : will be emailed Monday of the following week (end of business day – 4.30pm)

PART A – PERSONAL DETAILS

Student ID		Date of Birth	
Family name		First name	
Mobile		Email	
Applying to withdraw from:	<input type="checkbox"/> English Studies on your Letter of Offer <input type="checkbox"/> English + Pathway (Cert IV/TAP/Dip/PQP/ECU) -> USE “Withdrawal Pathway Request” form		
Are you under 18 years old?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach Approval Letter with Parents/Guardian’ signature)		
Do you have a payment plan?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, payment plan will be terminated and any outstanding fees must be paid)		
Do you have outstanding fees?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, any outstanding fees must be paid)		

PART B – ENGLISH DETAILS

English level	Lecturer	Last Study Date (Day/Month/Year)
Student Comments:		
My next course is (please tick applicable course): CERT IV <input type="checkbox"/> TAP <input type="checkbox"/> Diploma <input type="checkbox"/> PQP <input type="checkbox"/> ECU <input type="checkbox"/> start (day/month/year).....		
<input type="checkbox"/> No change to course start <input type="checkbox"/> New course start (because of English withdrawal)		

PART C – REASON FOR WITHDRAWAL (Must include supporting documentation)

Reason for Withdrawal:	OFFICE USE ONLY: for ELICOS students withdrawing due to showing evidence of meeting English entry requirements, please check results carefully, prior to accepting this form, to ensure student correctly meets English entry requirements for relevant course. This form to proceed to Admissions.
Date of Withdrawal (day/month/year): _____	
Student requirements: <ul style="list-style-type: none"> <input type="checkbox"/> If a refund is required a Refund Request Form may accompany this form <input type="checkbox"/> Provision of evidence and supporting documents such as: Medical Certificate; Letter from family; New Revised Offer Letter 	
Are you staying in Australia for this period? <input type="checkbox"/> Yes (If yes, please discuss your plans with a ECC representative) <input type="checkbox"/> No (If No, please provide copy of flight ticket and proof of payment)	

IMPORTANT

Please refer to the Financial Penalty guidelines for English students at the end of this document.

I have read and I understand this table

Student Signature: _____

Request received: By student in person

By email

PART D – STUDENT DECLARATION

I understand that (please tick):

<input type="checkbox"/>	It is my responsibility to update any changes to Department of Immigration and Border Protection (DIBP) (www.border.gov.au), and check how long I can stay in Australia, from my last day of study.
<input type="checkbox"/>	I must continue to attend class until the outcome of this Request has been provided to me in writing
<input type="checkbox"/>	Any outstanding fees must be paid before this application can be considered
<input type="checkbox"/>	My Payment Plan will be terminated and all owing fees will need to be paid
<input type="checkbox"/>	Any refund will be dependent upon the date of lodgement of this Request
<input type="checkbox"/>	The outcome of this Withdrawal Request will be emailed Monday of the week following submission (end of business day – 4.30pm)
<input type="checkbox"/>	I further declare that all the information provided in this form and documents attached are true and I take full responsibility for any consequences as the result of my own decisions.
Student signature:..... Date:/...../.....	

OFFICE USE ONLY

ECC REPRESENTATIVE DECLARATION

I declare that all important information and conditions have been fully informed and discussed with the student. This form and attached documents have been checked carefully and certified by myself before being stamped, scanned and lodged.

Special comments for consideration:

SAS Team member signature: _____ Date: _____

PANEL – APPROVED REJECTED

Position	Name	Signed	Date
Academic Director			

Message to student (outcome of application):

**SCHEDULE 3: ELICOS STUDENTS ONLY
(INCLUDING ECU-PACKAGED STUDENTS)**



Reason For Refund	Cancellation Fee	Refund
Visa refusal (proof of refusal necessary) Exception: See <i>International Students on Australian Student Visas</i> section	A\$200	100% less cancellation fee
In the very unlikely event that ECC cancels the Program	All fees refunded	100%
ECC cancels a student's Enrolment due to serious breach of international student visa conditions or serious misconduct	100% of Course fees	No refund
COURSE WITHDRAWAL BEFORE COMMENCEMENT DATE – ALL ENGLISH COURSES		
More than 10 weeks	A\$200	100% less cancellation fee
More than 4 and up to 10 weeks	20% of Course fees	80% of Course fees
4 weeks or less	30% of Course fees	70% of Course fees
COURSE WITHDRAWAL AFTER COMMENCEMENT DATE (Orientation day is considered as program commencement date for refund purposes)		
General / Academic English (Students transferring between ELICOS levels are taken as being continuing students)	No refund of fees paid for next 10 weeks	0% for next 10 weeks, 100% of remaining fees refunded
Student passes an IELTS Course (or other English Test) and moves to PATHWAY or is repackaged in a higher ELICOS Course	A\$ 200	100% less cancellation fee (to be used for Tuition Fees)
Deferring Course prior to commencement date	100% of Course fees to be held in credit for up to 1 year	0%
Deferring Course after commencement date	100% of balance of fees to be held in credit for up to 1 year	0%
Students who get direct entry to Edith Cowan University before completion of Course	A\$ 500	100% less cancellation fee
Transfer to ECC Pathway Course or another ELICOS Course (if student subsequently withdraws then refer to <i>Transfer from ELICOS</i> section)	100% of balance of fees paid can be transferred to ECC Pathway Courses	100% of balance of fees paid can be transferred to ECC Pathway Courses
Late arrival	No refund	0%
Compassionate Deferral	100% of balance of fees paid to be held in credit	0%
Enrolment is cancelled due to serious misconduct by the student or the student has been suspended or excluded as a result of unsatisfactory academic progress	100% of English Course fees	0%

WITHDRAWAL REQUEST – ENGLISH ONLY - CHECKLIST

1. Who can apply for an Insert Name of Request?

- You must have no outstanding fees
- You must understand how your withdrawal application will affect the start and end dates of your next course.
- If you are under 18, you need to book an appointment to see the Student Counsellor and seek support.

2. What do you need to prepare?

- **Evidences and Supporting Documents of your new English level.**
 - IELTS (Academic)
 - TOEFL
 - PTE
- If your next course is with ECU, provide a copy of the revised Letter of Offer from ECU (stating you have met the English entry requirements)

3. What you need to do?

- You need to indicate when your last day of English class will be
- You need to indicate when you want to enrol into your next course
- If you are currently on payment plan, your plan will be cancelled and you must pay all outstanding fees before this application can be considered.
- Pay all outstanding fees.

4. Conditions

- You need to submit English Withdrawal Application form **as soon as you have evidence of new English levels.**
- All “**Student sections**” must be **completed** and **signed** by yourself
- All required documents must be provided or application will not be accepted
- You must keep going to class, till you receive an email about outcome of your application
- If you withdraw, you have a maximum of 28 days to stay in Australia from last day of study (check with DIBP)
- You need to keep Department of Immigration and Border Protection (DIBP) up-to-date on any study changes (www.border.gov.au)
- Read the back of the checklist carefully, to see how your English Withdrawal application may affect you

<p>➤ If the dates of your next course change, you will receive a revised Letter of Offer, you must accept the offer within 14 days of date of issue, otherwise your application (even if successful) will be cancelled and you must remain in your current studies</p>	
<p>➤ You will need to have paid for 4 units of the new Letter of Offer, before new COEs are issued (when progressing to a ECC course).</p>	
<p>5. How long will it take?</p>	
<p>➤ Outcome of application will be emailed to you on Monday of the following week.</p> <ul style="list-style-type: none"> - If the dates of your next course change, due to your Change of English request, ECC will email you a revised Letter of Offer. - You are given 14 days to accept your revised Letter of Offer. - You have to pay the amount written on the revised Letter of Offer. - <u>You must keep attending classes, until the new Confirmation of Enrolments are sent out.</u> <i>If there is a gap of more than 28 days between your current study and the new study starting date, you may have to leave Australia after 28 days (Refer to DIBP - www.border.gov.au)</i> 	
<p>➤ If unsuccessful, you will be informed of the outcome by email explaining the reason for the rejection.</p> <p>➤ Instructions for the Complains and Appeal process, will also be provided with the rejection</p>	

Further Information is available at:

- DIBP Assessment Factors and Simplified Streamlined Visa Framework (SSVF) – www.border.gov.au
- ECC Complaints and Appeals Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Enrolment Policy - <http://www.edithcowancollege.edu.au/policies>
- ECC Refunds Policy - <http://www.edithcowancollege.edu.au/policies>
- Student Visa Factsheet: Changing Courses - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Course Variations - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Genuine Temporary Entrant (GTE) - <http://www.edithcowancollege.edu.au/documents-and-forms>
- Student Visa Factsheet: Transfer Provider - <http://www.edithcowancollege.edu.au/documents-and-forms>