

Form checked, scanned, MAZE code (WDE1) entered by: SAS-MEMBER

Name: _____ Date: _____

Request received: By student in person

By email

WITHDRAWAL (English/ELICOS only)

OUTCOME/REPLY : will be emailed within 10 working days from date of receipt of a complete application

Submit your application in person or by email: studentservices@edithcowancollege.edu.au

Use this form for	Withdrawing from English/ELICOS studies only	
Do <u>not</u> use this form for	Withdrawing from studies at ECC and transferring to another education provider	Please complete the "Transfer of Provider" form
	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and not returning for future studies at ECC	Please complete the "Withdrawal (all ECC courses)" form
	Withdrawing from current ECC studies and returning at a later date	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms

MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
I am under 18 years of age:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	
I have unpaid fees:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, ECC has the right to take legal action if you fail to clear your debt (unpaid fees) once this application is approved	

MY ENGLISH/ELICOS WITHDRAWAL REQUEST

Current English/ELICOS level:	
Teacher:	
Last day of study (date):	
Next course on my offer:	

MY REASON

<input type="checkbox"/>	New English results
<input type="checkbox"/>	New English results and progressing directly to ECU
<input type="checkbox"/>	Successfully graduated from the required English/ELICOS level and meeting all English entry requirements of the next course

MY EVIDENCE and ATTACHMENTS

<input type="checkbox"/>	I attach IELTS, PTE or equivalent results
<input type="checkbox"/>	I attach evidence (or correspondence) showing I meet ECU's English/ELICOS entry requirement
NO EVIDENCE REQUIRED ECC WILL ASSESS YOUR REQUEST INTERNALLY	

MY RESPONSIBILITIES (only tick the boxes that apply)

I have read the statements below and I understand what I have selected:

<input type="checkbox"/>	My next course start date is not changing.	My next course start date is:
<input type="checkbox"/>	My next course start date will change, I understand I will receive a new Letter of Offer which I will need to accept and pay any revised fees (as per the new offer) before I receive a new CoE.	An ECC representative has assisted me and I understand my next course start date is:
<input type="checkbox"/>	I am transferring to the next course in my offer	I may remain in Australia up to two months (if my withdrawal is approved mid-year) or up to three months (if my withdrawal is approved between late November and February), from my last day of ECC studies. After this period I must leave Australia. If I wish to stay longer, I must seek the Department of Home Affairs approval as soon as possible (www.homeaffairs.gov.au).
<input type="checkbox"/>	I am withdrawing from English/ELICOS and I am not enrolling into another course (at ECC or any other provider)	I generally have up to 28 days to leave Australia from the last day of ECC studies. If I wish to stay longer, I must seek the Department of Home Affairs approval as soon as possible (www.homeaffairs.gov.au).



MY RESPONSIBILITIES (all boxes apply)

By ticking these boxes I declare that I understand my responsibilities.

<input type="checkbox"/>	I must continue to attend class until I have been notified of the outcome of this application and continue to meet my visa obligations and conditions. I have read this link referring to visa conditions and understand how it applies to my visa: www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students
<input type="checkbox"/>	It is my responsibility to update the Department of Home Affairs (www.homeaffairs.gov.au) and check how long I can stay in Australia from my last day of study.
<input type="checkbox"/>	If I have outstanding fees I understand I must clear all my debt (unpaid fees) as soon as this application is approved, otherwise ECC has the right to take legal action to recoup the debt owing.
<input type="checkbox"/>	Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence.
<input type="checkbox"/>	Academic penalties may apply dependent on the date of successfully submitting this request.
<input type="checkbox"/>	I have read the following policies (www.edithcowancollege.edu.au/policies): <ul style="list-style-type: none"> • Enrolment Policy • Refunds Policy • Tuition Fees and Charges Policy



MY RIGHTS

If successful with this request, I have the right to receive my relevant study reports on original ECC paper and my marks and grades for the current enrolment will be processed as per this table.

Withdrawal Summary				
ELICOS	Diploma	PQP	Enrolment Recorded	Grade on Transcript
Before end of Week 1	Before end of Week 4		No	No
From Monday of Week 2	Week 5 to end of Week 10		Yes	W = Withdrawn
	From Monday of Week 11		Yes	N = Fail
Please refer to ECC's Refunds Policy for financial penalties. www.edithcowancollege.edu.au/policies				

I'm entitled to a reply/outcome within 10 working days from the date of submitting a complete application.

If my application is unsuccessful, I'm entitled to submit an Appeal Request (Stage 2), within 20 working days from receiving my rejection notification.



Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.gov.au
- Overseas Students Ombudsman publications: www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

ECC contact details:

- ECC Student and Academic Services email: studentservices@edithcowancollege.edu.au
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Signature:	
	Date:	DD / MM / YYYY

ECC OFFICE USE ONLY			
ECC Representative Declaration			
I declare that all pertinent information has been provided to the student. This form and included supporting documents have been checked carefully and certified myself before being stamped, scanned and lodged.			
Special comments for consideration:			
SAS Team member signature:		Date:	/ /