

Form checked, scanned, MAZE code (WDR1) entered by: SAS-MEMBER

Name: _____ Date: _____

Request received: By student in person

By email

WITHDRAWAL (all ECC courses)

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 current ECC studies (without compassionate and/or compelling reasons) and returning at a later date	
	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and not returning for future studies at ECC	
Do not use this form for	Withdrawing from studies at ECC and transferring to another education provider	Please complete the "Transfer of Provider" form
	Withdrawing from English/ELICOS studies only	Please complete the "Withdrawal (English/ELICOS only)" form
	Withdrawing from current ECC studies (for compassionate and/or compelling reasons) and returning at a later date	Please consider the "Course Deferral" form

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 REQUEST		MY EVIDENCE and ATTACHMENTS	
<input type="checkbox"/>	Change to visa type/subclass with NO study requirement	<input type="checkbox"/>	I attach a copy of my visa grant notice
<input type="checkbox"/>	Direct entry to ECU	<input type="checkbox"/>	I attach a copy of my new offer from ECU
<input type="checkbox"/>	Returning to my home country due to a change in my personal circumstances	<input type="checkbox"/>	I attach a copy of my boarding pass
<input type="checkbox"/>	Travelling to my home country, with the intention of returning to ECC in the study period starting: _____	<input type="checkbox"/>	I attach a copy of my passport showing a stamp confirming my arrival into my home country
<input type="checkbox"/>	I am an Australian Permanent Resident / Citizen	<input type="checkbox"/>	I have read and understood the FEE-HELP Review Procedure (if applicable)



MY RESPONSIBILITIES (applies to international students only)

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"/> | Any future visa applications could be affected by this "Withdrawal" request (refer to Department of Home Affairs for further information). |
| <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. |

Only tick the following boxes if your intention is to return to study at ECC in a later study period:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Withdrawing from my course can affect my principal/next course start date and I have discussed this with an ECC representative. |
| <input type="checkbox"/> | On my return a difference in course cost may apply, and I will pay the difference if there are insufficient funds in the account. |



MY RESPONSIBILITIES (applies to international and local students)

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

- | | |
|--------------------------|---|
| <input type="checkbox"/> | If I do not state a reason and I do not provide suitable supporting evidence, my withdrawal request might be deemed incomplete and will not be processed. |
| <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"/> | I must meet my study (and if applicable student visa) obligations, continue to attend classes in my current course, and wait for an email giving me instructions on the outcome of this application. |
| <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 discussed this request with an ECC representative.
<input type="checkbox"/> No <input type="checkbox"/> Yes -> Ask ECC representative to write their name and signature here: |
| <input type="checkbox"/> | I have read the following policies (www.edithcowancollege.edu.au/policies): <ul style="list-style-type: none">• Enrolment Policy• Refunds Policy• FEE-HELP Review Procedure (students on FEE-HELP only)• Tuition Fees and Charges Policy• Statement of Tuition Assurance |



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:	/ /
Panel Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected			
Academic Director signature:		Date:	/ /
Special comments for consideration:			