

This form is to be completed by a student who wishes to withdraw from their studies at ASA Institute of Higher Education. Depending on the submission date, students may be financially and academically liable for any units you are currently enrolled in. Refer to key dates for liability deadlines.

Failure to provide true and correct supporting documentation and complete the required fields of this form may result in your application being delayed or refused.

Return completed form and supporting documentation to info@asahe.edu.au

Please refer to the [Deferral, Cancellation and Suspension Policy and Procedure](#) and the [Student Transfer Policy and Procedure](#). Your application will be assessed based on the timeline outlined within the procedure, (10) ten working days.

Section 1: Personal Information

Student ID		Student Name	
Course			

Section 2: Course Withdrawal Information

When do you wish to withdraw?	Quarter		Date	
	Immediately	☐		
Have you completed six (6) months of your primary course?	Yes	☐	No	☐
Do you have any outstanding fees?	Yes	☐	No	☐
Are you requested a release from PRISMs?	Yes	☐	No	☐
If eligible, would you like to exit with and graduate with a lower award?	Yes	☐	No	☐

Section 3: Reason for Course Withdrawal

Please provide the reason for Course Withdrawal application:

- | | |
|---|---|
| ☐ Changing to another provider | ☐ Returning to home country |
| ☐ Change in Visa status | ☐ Other – Please enter details below |

If the information provided does not fit in the above box, please attach the details in a separate document

Section 4: Supporting Documentation

International students must provide supporting documentations with a course withdrawal application request to be considered for review.

- | | |
|---|--|
| ☐ Letter of Offer from another provider within Australia | ☐ Updated Visa with changes to study rights or citizenship status |
| ☐ Travel/flight itinerary with plans to leave Australia | ☐ Other – Please enter details below |

If the information provided does not fit in the above box, please attach the details in a separate document

Section 5: Student Declaration

- ☐ I declare that, to the best of my knowledge, the information provided in this application form and all supporting documentation is true and correct
- ☐ I understand that any incomplete information may lead to the return of my application, or I may be contacted at any time regarding my application for further information. Failure to return the require information may result in the application being refused
- ☐ I understand that dependent on the day of submission I may be financially liable for currently enrolled units and any outstanding amounts from prior quarters.
- ☐ I authorise ASA to make necessary enquiries in the assessment and verification of this application and to use any information supplied in this application for that purpose.
- ☐ I have read and understood the Deferral, Suspension and Cancellation Policy and Procedure

Student Signature

Date