



Withdraw from Studies Form

Submit the completed form to Student Administration Office, Level 2, 127 Rundle Mall, Adelaide, South Australia, 5000.

Student Information

Have you considered all your options and explored the assistance provided by Global Higher Education to help you through your studies? Our support services are here to help with counselling, financial assistance, disability support, careers, international student support, health and a student advisory service.

To remain active in your program you must be either enrolled or on approved leave from studies. Students are eligible for up to 12 months leave from studies during their program. Additional leave may be granted in extenuating circumstances. If you allow your enrolment to lapse, you will be required to re-apply for a place in the program. There is no guarantee that you will obtain a place in your program if your enrolment has lapsed. Enrolment Verification: Students must check their enrolment details prior to the census date in the relevant teaching period. The best time to amend your program status is prior to the teaching period census date, after which you will become financially liable for that payment of tuition fee for that semester.

STUDENT INFORMATION

| | | | |
|---|--|----------------|--|
| STUDENT INFORMATION | | GHE STUDENT ID | <input type="text"/> |
| FIRST NAME | <input type="text"/> | LAST NAME | <input type="text"/> |
| DATE OF BIRTH | <input type="text"/> | GENDER | <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER |
| Are you an International Student Studying in Australia? | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| MOBILE NO | <input type="text"/> | eMAIL | <input type="text"/> |

Withdrawal from Studies

Consider a period of leave from studies in the first instance. You can always withdraw from your program following this period if this program is still not the right option for you, but you will have given yourself more time to explore your options and consider your decision. International students withdrawing from the program at Global Higher Education must provide either their flight itinerary if going home or a copy of their offer letter and CoE from their new education provider.

I do not wish to have the option of returning to this program

- I have considered Leave from Studies and it is not the right option for me.
- I wish to discontinue my studies in the above program, effective from _____ This must be today's date or a future date. (Use the first day of the next semester if you intend to complete your current semester).

PROGRAM DETAILS

| | | | |
|--------------|----------------------|---------------------------|----------------------|
| PROGRAM CODE | <input type="text"/> | PROGRAM COMMENCEMENT DATE | <input type="text"/> |
| PROGRAM NAME | <input type="text"/> | | |

Provide a brief description of your reason/s for requesting for withdraw from all studies (you may attach a separate letter if required)

SUPPORTING DOCUMENTATION

- Letter explaining reasons/s for request
- Evidence of exceptional circumstances
- (Example: Health Care Professional's Certificate if applicable)

Please indicate your primary reason for applying to change your study status (tick one box only):

- | | |
|---|--|
| <input type="checkbox"/> Program not meeting my expectations | <input type="checkbox"/> Transfer to another institution |
| <input type="checkbox"/> Too far behind in studies | <input type="checkbox"/> Support services not adequate |
| <input type="checkbox"/> Loss of interest in program | <input type="checkbox"/> Visa or residency |
| <input type="checkbox"/> Poor academic progress | <input type="checkbox"/> Changed employment status |
| <input type="checkbox"/> Academic support in program not sufficient | <input type="checkbox"/> Health issues |

Declaration:

I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects.

I have obtained recommendations from Global Higher Education staff and have attached all supporting documentation.

I have read and understood Global Higher Education withdrawal from all studies policy and Procedure and am aware of the requirements of Global Higher Education Student Fees, Charges and Refunds Policy and Procedure for International Students Procedure.

I agree to release and indemnify the Global Higher Education and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

Student Signature

Date

GLOBAL HIGHER EDUCATION APPROVAL

- APPROVED NOT APPROVED

STUDENT EXPECTED PROGRAM EXIT DATE

REASON NOT APPROVED

COMMENTS

NOMINATED OFFICER

Signature

Date

STUDENT ADMINISTRATION (official use only)

STUDENT MANAGEMENT SYSTEM

ENTERED BY

FINANCE

Date

COMMENTS