

Form checked, scanned, code (WDR1) entered by ECC staff:

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: justask@ecc.edu.au

Use this form for:	Withdrawing from current ECC studies without compassionate and/or compelling reasons, and returning at a later date = recorded as a Non-Compelling Deferral	
	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and not returning for future studies at ECC = recorded as a Withdrawal from ECC studies	
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:	
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

<input type="checkbox"/>	Change to visa type/subclass with NO study requirement
<input type="checkbox"/>	Direct entry to ECU
<input type="checkbox"/>	Returning to my home country due to a change in my personal circumstances, and not intending to return for studies with ECC in the future
<input type="checkbox"/>	Travelling to my home country due to non-compelling/non-compassionate reasons, with the intention of returning to ECC in the study period starting: _____
<input type="checkbox"/>	I am an Australian Permanent Resident / Citizen

MY EVIDENCE and ATTACHMENTS

<input type="checkbox"/>	I attach a copy of my visa grant notice
<input type="checkbox"/>	I attach a copy of my new offer from ECU
<input type="checkbox"/>	I attach a copy of my boarding pass
<input type="checkbox"/>	I attach evidence showing my arrival into my home country
<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 request for a withdrawal (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 I will need to submit a new application, and I must meet all updated course entry requirements and/or pay updated course tuition fees, superseding the conditions of the offer of my current enrolment. |



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 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"/> | (my request is BEFORE Friday of Week 4): I understand my current unit selection will be cancelled, and these units will NOT appear on my academic records. |
| <input type="checkbox"/> | (my request is AFTER Friday of Week 4): I understand I am not entitled to a refund for the units I am currently registered in. |
| <input type="checkbox"/> | (my request is AFTER Friday of Week 4 and BEFORE Friday of Week 10): I understand my current units will appear on my academic records with a grade of withdrawn, and they will NOT impact my academic status. |
| <input type="checkbox"/> | (my request is AFTER Friday of Week 10): I understand my current units will appear on my academic records with a grade of fail, and they will impact my academic status. |
| <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.

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

If my application is unsuccessful, the avenue of pursuing a Student Appeal is available to me, as per ECC's *Student Appeals Policy* and *Student Appeals Procedure* (<https://www.edithcowancollege.edu.au/policies>).

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: justask@ecc.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:	<i>(No signature required if you send this application using your ECC student Gmail account)</i>
	Date:	DD / MM / YYYY