EDITH COWAN COLLEGE AUSTRALIA

Form checked, scanned, code (WDE1) entered by ECC staff:
Name: _____ Date: _____

Request received:	By student in person	☐
	By email	☐

WITHDRAWAL (English/ELICOS only)

OUTCOME/REPLY : will be emailed within 10 calendar 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 English/ELICOS studies only	
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 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:	☐ No ☐ Yes	If yes, please attach written evidence of your parent/guardian approving this request
I have unpaid fees:	☐ No ☐ 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		MY EVIDENCE and ATTACHMENTS
☐ New English results	⇒	☐ I attach IELTS, PTE or equivalent results
☐ New English results and progressing directly to ECU	⇒	☐ I attach my new and unconditional Letter of Offer issued by ECU, without ELICOS studies
☐ Successfully graduated from the required English/ELICOS level and meeting all English entry requirements of the next course	⇒	**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:

☐	My next course start date is not changing.	My next course start date is:
☐	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:
☐	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).
☐	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.

☐	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
☐	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.
☐	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.
☐	Any refund entitlement on the current enrolment is based on the date of submission of the form and the evidence.
☐	Academic penalties may apply dependent on the date of successfully submitting this request.
☐	I have read the following policies (www.edithcowancollege.edu.au/policies): • 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.
I'm entitled to a reply/outcome within 10 calendar 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

	Signature:	*(No signature required if you send this application using your ECC student Gmail account)*
I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Date:	DD / MM / YYYY