



WITHDRAW FROM COURSE / CANCELLATION OF eCoE REQUEST

Please write clearly in CAPITAL (BLOCK) letters

Student Number: Date: ___ / ___ / ____

Course Name:

Family Name: Date of Birth: ___ / ___ / ____

Given Name(s):

Australian Residential Address:

Unit No.	Street No	Street Name
<input type="text"/>		
Suburb/Town	State	Postcode
<input type="text"/>		

Mobile: Contact Email:

If you want a Release Letter, Transcript or any other documents, please complete a 'Document Request Form' (available at Reception, Level 1, 31 Market St and on the KOI website [Policies and Forms](http://www.koi.edu.au) tab www.koi.edu.au).

Please indicate your reasons for this request:

- Insufficient English for course requirements – *please attach copy of Offer Letter for English Course*
- Change of provider - Offer letter / eCoE from another school – *please attach copy of Offer Letter*
- Change of Visa status (e.g. PR, 457 etc.) – *please attach copy*
- Medical reasons – *please attach medical certificate*
- Return to home country - *please attach copy of air ticket*
- Other – *please briefly explain*

Student Signature: Date: ___ / ___ / ____

Please provide feedback of your time at KOI. This will be used to improve the provision of our courses.

OFFICIAL USE ONLY

Received By: _____ Processed by: _____

Date: ___ / ___ / ____ Date: ___ / ___ / ____