

WITHDRAWAL FROM COURSE

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

Suburb/ Town State Postcode

Mobile: Contact Email:

If you want a Release, 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 tab www.koi.edu.au).

Please indicate your reasons for this request:

- ☐ Insufficient English for course requirements – Please attach a copy of Letter of Offer for English Course
- ☐ Change of Visa status (e.g. PR, 457 etc.) – Please attach a copy of Visa Grant Letter
- ☐ Change of provider - Offer letter / eCoE from another school – Please attach a copy of Letter of Offer
(If you have not completed 6 months of study, please request a release using "Document Request Form")
- ☐ Medical reasons – Please attach a medical certificate
- ☐ Return to home country - Please attach a copy of the 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.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.