

## Course Withdrawal Request Form

STUDENT DETAILS			
<b>First Name:</b>		<b>Last Name:</b>	
<b>Date of Birth:</b>		<b>Student ID</b>	
<b>Course withdrawal details</b>	<b>Course(s) currently enrolled and want to withdraw: (If the student wants to withdraw from all the subsequent courses enrolled with the Institute, he/she should list the courses below.)</b>		
	<b>Current course:</b>		
	<b>Subsequent course</b>		
<b>Reason for withdrawal</b>			
<b>Student Signature</b>		<b>Date</b>	

Students who wish to withdraw their course should fill this form and submit to the front office. Do not use this form for any change of course within AIP. You must use Course change request form for change of course.

Please Note:

- Withdrawing from your course will result in cancellation of your COE and this may affect your student visa.
- You should attach all the necessary supporting documents to validate your reason.
- If you are withdrawing course due to change of provider, you should attach an offer letter from your new provider.
- If you wish to seek release from your enrolment at AIP, please fill the release request form. Release will be process only under certain circumstances as per the transfer between registered provider policy
- If you are withdrawing from the course due to refusal of Student Visa, please submit the letter of Visa Refusal along with this form. Any refund applicable will only be processed on submission of evidence of VISA refusal.
- If there is any refund request, Refund application form should be submitted along with this form.

Office Use Only			
<b>Is the withdrawal Approved?</b>	Yes / No	<b>Is the request for release approved?</b>	Yes / No / NA
<b>Approved By</b>			
<b>Is the SMS updated to reflect the change?</b>	Yes / No / NA	<b>Is the CoE cancelled?</b>	Yes / No / NA
<b>Is the outcome communicated to the student?</b>			Yes / No
<b>Processing staff</b>		<b>Signature</b>	
		<b>Date</b>	