

HOW TO APPLY

- Please read the **Withdrawal Procedure, Transfer Between Providers Procedure and Refund Policy and Procedure** published on IGI's website before submitting this form.
- Complete this form and submit it accompanied by the appropriate evidence to support your withdrawal request.
- The outcome of this request will be communicated to you in writing within 10 working days.
- A processing fee of \$250 will apply for all withdrawal requests. The request will only be processed once the payment is finalised.

INTERNATIONAL STUDENTS

IGI will notify the Department of Education via PRISMS of the discontinuation of your enrolment. Please contact the Department of Home Affairs to discuss how withdrawing from a provider may affect your student visa.

STUDENT DETAILS

Student ID: _____ Family Name: _____
 Given Name(s): _____ Date of Birth: _____
 Address: _____
 Phone: _____ E-mail: _____

COURSE

- Bachelor of Business Management Bachelor of Digital Marketing
 Associate Degree of Business Management Bachelor of Entrepreneurship and Innovation
 Diploma of Business Management

WITHDRAWAL DETAILS

Reason for withdrawal:

- Returning to home country - Please provide flight tickets to your country of residence.
 Transferring to another provider - Please provide offer letter from new provider.
 Visa status change - Please provide new visa grant letter.
 Other (please specify) _____

I wish to withdraw from my studies from this date: _____

Evidence provided: Yes No

Additional information:

Are you requesting a release? Yes No

STUDENT DECLARATION

- I declare that the information provided by me on this form is true and correct.
- I have read and understood the *Withdrawal Process, Transfer Between Providers Procedure and Refund Policy and Procedure*.

Student's Signature: _____

Date: _____

IGI USE ONLY

WITHDRAWAL ASSESMENT

- All required documents submitted by applicant: Yes No
- Release approved: Yes No N/A

Withdrawal Approved: Yes No

Notes:

Approved By:

Name _____ **Position:** _____

Signature: _____ **Date:** _____

Student advised in writing: YES

Recorded on student file: YES