



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

Suburb/
Town

State

Postcode

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* 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: ____ / ____ / ____