Course Withdrawal Request Form

STUDENT DETAILS			
First Name:		**Last Name:**	
Date of Birth:		**Student ID**	
Course withdrawal details	**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.)**		
	Current course:		
	Subsequent course		
Reason for withdrawal			
Student Signature		**Date**	

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 TIV. 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 TIV, please fill the release request form. Letter of release will be issued 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			
Is the withdrawal Approved?	Yes / No	**Is the request for Letter of release approved?**	Yes / No / NA
Approved By			
Is the SMS updated to reflect the change?	Yes / No / NA	**Is the CoE cancelled?**	Yes / No / NA
Is the outcome communicated to the student?			Yes / No
Processing staff		**Signature**	**Date**