
APPLICATION TO WITHDRAW FORM

This form is used to apply for permanent withdrawal from a course.

Withdrawing from a course of study (discontinuing) is a serious matter. We recommend you discuss your decision with your Course Coordinator who will be able to advise you on alternative study options if they are available. If you're experiencing personal hardship you may be eligible for special consideration which may enable you to continue studying. There may also be an option to defer your studies.

A telephone call or verbal notification will not be sufficient to withdraw.

You must take the initiative to formally withdraw by completing this form.

CoEM will not withdraw you if you choose not to attend classes or hand in assessment items.

Name: _____ Student ID: _____

Signature: _____ Date: _____

SECTION 1: I wish to withdraw from the following Course

Course: _____ Intake: _____

We value your feedback and would therefore like the opportunity to ask the reason for your withdrawal:

- Withdrawing due to personal circumstances (supporting evidence to be provided)
- Withdrawing due to work commitments (supporting evidence to be provided)
- Withdrawing due to dissatisfaction with the course
- Withdrawing due to transferring to another education provider

Other/Comments

SECTION 2: Withdrawal Policy for VET Student Loans Assisted Courses (Diploma course only)

- Withdrawal notifications must be lodged in writing to College Administrator studentservices@coem.edu.au
- A confirmation email will be sent to you once this application form is been processed to notify you of your withdrawal from your course
- A copy of this withdrawal documentation must be kept as confirmation that you have completed the correct procedure

I am withdrawing:

- Before a Census Date: The relevant proportion of course tuition fees will not be payable.
- After a Census Date: The relevant proportion of course tuition fees is payable.

SECTION 3: Academic Transcripts

If you have completed full units of study you will receive a Statement of Attainment and a record of results at the time you were due to graduate.

Student Concession Card (Full Time Diploma students only)

If you have a Student Travel Concession card please attached to this form as you cease to be a student of College of Event Management and are no longer eligible to use the card.

Note: Students who have withdrawn from a course of study do not automatically get accepted into another course at College of Event Management. Should you wish to study with us again, a new application to enrol form is to be submitted and an interview attended before being processed for admission.

NOTE:

The College reserves the right to update and amend policies and procedures at any time.
Students will be advised of updates at the time of publication.