CURTIN ENGLISH
EARLY WITHDRAWAL COUNSELLING FORM
This form is used for students to withdraw from their course before the end date.

Instructions
Complete all required details below
Sign the Declaration – you must read the Declaration before signing.
This form must be submitted to Curtin English.

Student Details
Student ID
Telephone

Full Name

Postal Address

Email Address

Course and Class

Application
If my application is approved, I wish to withdraw from my course:

<table>
<thead>
<tr>
<th>Course start date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End date:</td>
<td></td>
</tr>
<tr>
<td>Last date of study:</td>
<td></td>
</tr>
<tr>
<td>Completion Certificate Required:</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

Reasons for your application
COMPULSORY. Please provide detailed reasons for your application. If you require more space, please attach a separate sheet. Please include Independent, original or certified documentary evidence in your application (e.g. medical certificate, letter from your sponsor, air ticket, new letter of offer).

Recommendation/Counselling notes
COMPULSORY. Please provide detailed reasons for your application. If you require more space, please attach a separate sheet. Please include Independent, original or certified documentary evidence in your application (e.g. medical certificate, letter from your sponsor, air ticket).
Declaration

☐ I hereby certify that the above information is true and correct.

☐ I have received counselling and understand the above recommendation.

☐ I authorise Curtin English to obtain any necessary information in relation to this application, based on the supporting documents provided.

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OFFICE USE ONLY

Person conducting Early Withdrawal

Name: ____________________________ Signature: ____________________________ Date: _____________

EFL Coordinator

Authorised: ☐ Yes ☐ No

Name: ____________________________ Signature: ____________________________ Date: _____________

Admissions:

Input into eBECAS Staff Initial: __________ Date: __________
Input into StudentOne Staff Initial: __________ Date: __________
Processed in PRISMS Staff Initial: __________ Date: __________
Fees deferred on eBECAS Staff Initial: __________ Date: __________