

REQUEST FOR WITHDRAWAL FORM

1.0 Student to complete

Student ID:	Date of Birth:
First Name:	Last Name:
Visa Type: <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa <input type="checkbox"/> Working Holiday Visa <input type="checkbox"/> NZ Citizen / Permanent Resident	
Programme Name:	
Enrolment Start Date: (as listed in Offer of Place)	Enrolment End Date: (as listed in Offer of Place)
Reason for withdrawal: (Please give a detailed explanation)	
Student Signature:	Date:

2.0 Application Received by:

Staff member name:	Position:
Date received:	Staff member signature:

Please note that the date this form is received by an AEI staff member, is the official date the withdrawal will be considered from.

3.0 Withdrawal Outcome – to be completed by Campus Director or nominated staff member

- Tick if student is Under 18? If yes, attach evidence of approval from parents for withdrawal. Outcome cannot be processed without parental approval.

Withdrawal Outcome:

- Withdrawal Declined – only applicable to Under 18 students without parental approval to withdraw.
 Withdrawal Approved

Refund eligibility:

- Eligible for a refund, as application meets Refund Policies and Procedures. Student to complete *FIN01 Request for Refund Form*.
 Not eligible for a refund.

Staff member name:	Staff member signature:
Staff member position:	Date:

4.0 Administration / Student Services Team to complete

Date completed form received:

Complete the following process:

- If a refund has been approved, freeze Public Trust account no later than the following business day from receipt of this completed form. Once the FIN01 Request for Refund form has been completed and approved, process as per FIN01 form requirements. (Record n/a if this is not applicable)
- If student is in Homestay, notify Homestay Provider. (Record n/a if this is not applicable)
- Notify Immigration NZ of withdrawal no later than 5 working days from date of receipt of this form. ***Screenshot evidence of notification.**
- Update Student Management System with withdrawal. This will update class registers.

***Scan this form and supporting evidence to Digital Student File.**