

Withdrawal Application Form

Version 5

Student Detail			
Student Name:		Student ID:	
Date of Birth:	<i>(If student is under 18, must provide parents /caregiver approved letter)</i>		
Email:		Phone Number	
Address			
Visa Type:	<input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor <input type="checkbox"/> Work Visa <input type="checkbox"/> NZCZ/PR <input type="checkbox"/> Other _____		
Current Course:	<input type="checkbox"/> General English <input type="checkbox"/> NZCEL Level 4 <input type="checkbox"/> Other _____		
Intake / Subject:			
Course Start Date:		Course End Date:	
Reason for Withdrawal: <i>Please state clearly</i>			
Student Signature:		Date:	<i>Day / Month / Year</i>
<i>If request for refund , please complete refund application</i>			
Management Use Only			
<input type="checkbox"/> Parents have been contacted and approved for Withdrawal <i>(For students under 18)</i>			
Outcome:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined		
Operation Manager Signature:		Date:	<i>Day / Month / Year</i>
Comments: <i>(if relevant)</i>			
Office Use Only			
Registrar to complete:	<input type="checkbox"/> Database updated <input type="checkbox"/> Inform relevant staff <input type="checkbox"/> Inform INZ		
Administrator Signature:		Date:	<i>Day / Month / Year</i>
<p>Note: <i>Students under 18 years of age must provide either proof of enrolment in another school or proof that they are returning home before withdrawal can be approved. If this proof is not provided, withdrawal must be declined until arrangements for one of these have been made.</i></p>			