

ADVICE OF SUBJECT / COURSE WITHDRAWAL FORM

Students that wish to withdraw from a subject (unit of study) or a course should read the *Student Withdrawal and Refund Policy* before completing this form.
The policy is available from www.heli.edu.au/info/

Student Number:

Family Name:

Other Names:

Email:

Mobile:

Are you withdrawing from:

your course - this means you want us to cancel your enrolment

a subject (unit of study) – this means we will just withdraw you from your studies this term

What are your reasons for withdrawing? (please provide details below)

If a refund is applicable to this withdrawal then it will be processed as per the *Student Withdrawal and Refund Policy*.

Support to complete this form

If you require any support to complete this form or to obtain a copy of the *Student Withdrawal and Refund Policy* then you can contact the Student Support Officer via: support@heli.edu.au

DECLARATION

I hereby apply for to withdraw from my subject or course as indicated on this form.

Applicant Signature:

Date:

--	--

Once completed this form should be submitted to: withdrawals@heli.edu.au

Office use only

Date received:

Withdrawal processed on:

Student notified on:

Refund?

Yes

No

If a refund is applicable this form must be sent to the Finance Manager

Refund processed:

Paid on:

Not applicable