



COURSE WITHDRAWAL REQUEST APPLICATION FORM

Please Note:

The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

COURSE WITHDRAWAL

Before applying, please ensure that you have read the LEA Course Modification and Tuition Fee Refund Policy and Procedures as well as the International Students Deferral, Cancellation and Suspension of Study Policy and Procedures and understood the process involved (Find in the LEA website [Policies And Procedures | lincolnau.nsw.edu.au](http://lincolnau.nsw.edu.au)).

In order to discuss reason for withdrawal and future plans, students who wish to withdraw from a course at LEA are strongly encouraged to speak with

- the Course Coordinator and/or
- Student Experience Officer / Manager and/or
- Registrar

TERMS AND CONDITIONS

- Students are not guaranteed a place in the course from which they have withdrawn. If they wish to be re-admitted in future, they must go through the course application and admissions process.
- International students should be aware of their visa conditions and the effect that course modification may have on their enrolment and consequent visa requirements.
- The tuition fee refund amounts can be full, or partial or no refund dependent on the circumstances or reasons for withdrawal and the time of withdrawal as compared to the start of the course or census date.
- Please refer to the Course Modification and Tuition Fee Refund Policy and Procedures [Course Modification and Tuition Fee Refund Policy & Procedures](#) for further details on refund amounts and process.

Students may apply to the Admissions to withdraw from their course, using the Course Withdrawal Form either on-line or by submitting a hard copy.

YOUR PERSONAL AND LEA COURSE DETAILS

Title:	Family Name:	Given Names:
Contact Phone Number:	Email:	Student ID (If applicable):
Course Code:	Course Name:	

Address:		Suburb:
State:	Country:	Postcode:

REASON(S) FOR WITHDRAWAL

Reason(s) for Requesting a Withdrawal (Please Tick)

- Returning to home country



- Transferring to another provider
- Visa Refusal
- Other (Please specify the reason below)

STUDENT DECLARATION

Please read the statement below and check the box in acknowledgement.

- I have read the LEA Course Modification and Tuition Fee Refund Policy and Procedure [Course Modification and Tuition Fee Refund Policy & Procedures](#) and understood the eligibility criteria.
- Furnished all relevant supporting documentation
- Signed the declaration section in this form
- For any refund, please fill and submit the 'Refund Application Form' (Find in the LEA website [Policies And Procedures | lincolnau.nsw.edu.au](#)).

Please return form to:

Admissions Team
Lincoln Education Australia
Level 2, 191 Thomas Street, Sydney
NSW 2000, Australia

email: admissions@lincolnau.nsw.edu.au

For any queries or assistance please contact the Admissions on +612 9072 9950.

We will endeavour to contact you as soon as possible regarding your application.

For further information, please refer to the LEA Course Modification and Tuition Fee Refund Policy and Procedures or contact the Course Coordinator and/or Student Experience Officer / Manager / Registrar.

I declare that the information provided by me is true and complete. I agree to the conditions of withdrawal. I have read the LEA Course Modification and Tuition Fee Refund Policy and understood the Procedures.

Student's Signature: _____ Date: _____

Privacy Notification: *Personal information collected on this form will be used to process and investigate your application. Only the people who are directly involved in the process will have access to information about the application. This application and further communications that form part of the application will be stored securely at LEA. You have the right to request access to your personal information.*



For Office Use Only	
Date Received:	
Referred to:	Referred Date: