



## Course Withdrawal/Deferment form

### Student Details

Student Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_  
Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Passport No.: \_\_\_\_\_  
Current Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

### Course Details

COE No. \_\_\_\_\_  
Course Enrolled in: \_\_\_\_\_  
Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_  
Total Course Fees: \_\_\_\_\_ Total Course Fee Paid: \_\_\_\_\_

### Withdrawal Details

Date of Withdrawal: \_\_\_\_\_  
Reason for Withdrawal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Deferment Details

Date of Deferment: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Deferment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Student Acknowledgement

I have provided all the correct details and supporting documents.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Office Use Only**

**Refund Details**

Refund Applicable:       Yes       No      Refund form attached:       Yes       No

Reason for refund/no refund:

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**Attachment and Supporting Documents**

Copy of Offer Letter:                       Yes       No  
Copy of Statement of attainment:       Yes       No  
Copy of release letter:                       Yes       No  
Copy of Medical documents:               Yes       No  
Copy of other supporting documents:       Yes       No  
Copy of airline ticket:                       Yes       No

Authorisation

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_