

Withdrawal, Deferment and Suspension Form

Student Name			
Student ID			
Course Enrolled			
Date			
Date of Withdrawal			
Last day of attendance			
Date of Return in case of Deferment			
COE Update Needed	☐ Yes ☐ No		
Reason for Withdrawal/ Deferment/ Suspension in Detail			
Student Signature		Date	
Staff Acceptance Signature		Date	

Please forward this completed form to our office or email to info@kivs.edu.au. Upon receipt of this form, you will be withdrawn.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by Kings Institute of Vocational Studies unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Refund Policy for complete details.

Withdrawal, Deferment and Suspension Form

For Office Use Only			
Withdrawal Approved by Admission	☐ Yes ☐ No	Admissions Signature & Date	
SMS Updated	☐ Yes ☐ No	Date	
LMS Updated	☐ Yes ☐ No	Date	
PRISMS Update	☐ Yes ☐ No	Date	

This form is to be completed by students who wish to withdraw/ suspend or Defer their course of study. Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy & Procedure. Further information on evidence to be submitted can be found in the Deferral, Suspension and Cancellation Policy & Procedure.

Please file the completed form on the student file