

## **Withdrawal Form**

Students who wish to withdraw from their studies at Lead Institute are required to complete the following Withdrawal Form.

This ensures that Lead Institute can appropriately close off the student's enrolment and maintain accurate and up-to-date records.

Please ensure that you have read Lead Institute's Withdrawing from Studies Policy and Procedure before completing this form.

<b>Section A – student to complete</b>	
<b>Personal details</b>	
Date:	Course Name:
Student Name:	Course Start Date:
Student Number:	Course Withdrawal Date:
Student Address:	
Student Contact Details:	I have read Lead Institute Withdrawing from Studies Policy and Procedure:
<b>H</b>	<b>M</b>
<b>E</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Withdrawal Details - Please provide the reasons for withdrawing from your studies.</b>	
Are you requesting a refund as part of this application?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Signature:	
<b>Section B – Lead Institute Administration to complete</b>	
Has the student been provided with a Refund Form and the Fees, Charges and Refund Policy?	
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
Has the Learner Management System been updated?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	Signature:
Date:	