

APPLICATION FOR COURSE WITHDRAWAL OR DEFERMENT

Purpose of this Form

This form is used by students who wish to formally apply to withdraw from their course or defer their studies at Iona Columba College. The purpose of this form is to ensure that all changes to enrolment are documented, processed in accordance with College policies, and communicated clearly to relevant staff. Completing this form enables the College to:

- Finalise enrolment records accurately,
- Issue Statements of Attainment (where applicable),
- Comply with data and reporting obligations, and
- Support the student's transition or future re-entry into study.

Instructions for Students

1. **Read before submitting:** Before completing this form, please ensure you have discussed your intention to withdraw or defer with your Trainer or Student Support Officer. They may be able to offer support, mentoring, or alternative arrangements.
2. **Complete all sections:** Fill out all required fields, including your full name, student ID, course details, and the reason for your withdrawal or deferment.
3. **Attach supporting documents:** If applicable, provide any supporting evidence (e.g. medical certificate, work commitments, personal circumstances) to assist with processing your request.
4. **Sign and date the form:** Ensure you sign and date the declaration at the end of the form to confirm your request.
5. **Submit the form:** Return the completed form to Student Support via email or in person. You will receive written confirmation once your request has been reviewed.
6. **Await confirmation:** Do not assume your withdrawal or deferment is finalised until you receive formal written confirmation from the College.

Note: If you are withdrawing, ensure that all assessments are submitted and fees are finalised. Statements of Attainment for completed units will be issued within 30 days of withdrawal, in accordance with the College's Certification Policy.

Student request

Name:	
Student number:	
Email:	
Mobile number:	

Course:		
I am applying for:		
Course Withdrawal	☐	
Course Deferment	☐	
I wish to withdraw/ defer my course for the following reasons:		
Sign:	Date:	
CEO Decision		
Name:		
Action:	☐ Approved	☐ Not approved
Reason for decision:		
Sign:	Date:	

Please note: This form is for domestic students only.
International students are to use the *International Student Request for Deferment, Suspension or Cancellation of Study*.