



Application for Withdrawal/Discontinuation

- No request will be processed until this form is fully completed.
- No request will be processed if there is overdue fees.
- Student must submit this form along with any supporting documentation
- Student will receive outcome in writing within 14 days of receiving completed form

Section 1 : Personal Details

Name				Student ID	
Address					
Suburb		Post Code		Country	
Email				Mobile	
Current Course					

Section 2: Request details – I wish to withdraw/continue from the following course/s:

Course Name/s:

Section 3: Reason for Withdrawal/Discontinuation

☐ Complete course early	☐ Visa refused (evidence of visa refusal attached)
☐ Transfer to another course at Innovative College	☐ Change of visa subclass (evidence of visa attached)
☐ Course cancelled	☐ Personal/family reason (evidence of medicals, travel, etc)
☐ Transfer to another education provider (evidence of Offer Letter/CoE attached)	☐ Leaving Australia permanently
☐ Other (please specify)	

Section 4: Student Declaration

I, _____ (Applicant) hereby declare that the information contained in this application is true. The choice to withdraw/discontinue from studies is mine and I understand that Innovative College will report to DHA via PRISMS.

Signature		Date	
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Section 5: No Dues-To be completed by Innovative College Accounts team only

DEPARTMENT	DUE – AMOUNT/DATE	NO DUE	SIGNATURE
ACCOUNTS			

Section 6 : Office Use Only

Form Received By		Form Received Date	
Staff Approval Signature		Approval Date	
Application Outcome : ☐ Approved ☐ Declined	Student advised by: ☐ Email ☐ Phone		
Update PRISMS: ☐ Yes ☐ No	Update SMS: ☐ Yes ☐ No		

Innovative College Pty Ltd

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