



COURSE WITHDRAWAL

Before applying, please ensure that you have read the LEA Course Modification and Tuition Fee Refund Policy and understood the Procedure.

In order to discuss reason for withdrawal and future plans, Students who wish to withdraw from a course at LEA are strongly encouraged to speak with

- the Course Coordinator and/or
- Student Experience Officer

TERMS AND CONDITIONS

- Students are not guaranteed a place in the course from which they have withdrawn. If they wish to be re-admitted in future, they must go through the course application and admissions process.
- International students must remain aware of their visa conditions and the effect that course modification may have on their enrolment and consequent visa requirements.
- Domestic Students
 - Domestic students are eligible for a complete refund of the tuition fees if the Request for Refund Form or Course Withdrawal Form is received prior to the census date. There is no refund if the application is made after the census date except in compassionate and compelling circumstances.
- International Students (full or partial payment is made depending on the time of withdrawal mentioned below)
 - (i) Tuition fee refunds, prior to course commencement
 - COE has not been issued - 100% tuition fees refund
 - Course Withdrawal Form is received at least four weeks prior to course commencement date – the student will be eligible for 70% of the first semester tuition fee refund
 - Course Withdrawal Form is received by LEA less than four weeks prior to the course commencement – No refund of the first semester tuition fee.
 - (ii) Tuition fee refunds, post course commencement - any unused fees will be considered refundable - Unused fees are those that have been paid to LEA but not applied to a subject by the end of the semester's subject enrolment period.
 - (iii) Visa refusal - All tuition fees are refunded in full, excluding any enrolment or other administrative fees paid at the time of enrolment and any prepaid Overseas Student Health Cover may be fully or partially refunded.

Students may apply to the Admissions to withdraw from their course, using the Course Withdrawal Form either on-line or by submitting a hard copy.

YOUR PERSONAL AND LEA COURSE DETAILS

Title:	Family Name:	Given Names:
Contact Phone Number:	Email:	Student ID (If applicable):
Course Code:	Course Name:	

Address:	Suburb:	
State:	Country:	Postcode:



REASON(S) FOR WITHDRAWAL

Reason(s) for Requesting a Withdrawal (Please Tick)

- Returning to home country
- Transferring to another provider
- Visa Refusal
- Other (Please specify the reason below)

STUDENT DECLARATION

Please read the statement below and check the box in acknowledgement.

- I have read the LEA Course Modification and Tuition Fee Refund Policy and Procedure and understood the eligibility criteria.
- Furnished all relevant supporting documentation
- Signed the declaration section in this form
- For any refund, please fill and submit the 'Refund Application Form'.

Please return form to:

Lincoln Education Australia
144A Marsden Road
Ermington - 2115
NSW, AUSTRALIA

Email: admissions@lea.edu.au

For any queries or assistance please contact the Admissions on XXXX XXXX.

We will endeavour to contact you as soon as possible regarding your application.

For further information please refer to the LEA Course Modification and Tuition Fee Refund Policy or contact the Course Coordinator and/or the Student Experience Manager.

I declare that the information provided by me is true and complete. I agree to the conditions of withdrawal. I have read the LEA Course Modification and Tuition Fee Refund Policy and understood the Procedure.

Student's Signature: _____ Date: _____



Privacy Notification: Personal information collected on this form will be used to process and investigate your application. Only the people who are directly involved in the process will have access to information about the application. This application and further communications that form part of the application will be stored securely at LEA. You have the right to request access to your personal information.

For Office Use Only	
Date Received:	
Referred to:	Referred Date: