



CRICOS Student Withdrawal Form

Students who wish to withdraw their course should fill this form and submit to the student services.
Please Note:

- Withdrawing from your course will result in cancellation of your COE and this may affect your student visa.
- You should attach all the necessary supporting documents to validate your reason.
- If you are withdrawing course due to change of provider, you should attach an offer letter from your new provider.
- If you wish to seek release from your enrolment at Institute of Management and Computing, please fill the *release request form*. Letter of release will be issued only under certain circumstances as per the transfer between registered provider policy.
- If you are withdrawing from the course due to refusal of Student Visa, please submit the letter of Visa refusal along with this form. Any refund applicable will only be processed on submission of evidence of VISA refusal.
- Refunds (if applicable) will be processed in accordance with the Refund Policy contained in the student's signed Offer Letter. A Refund Application Form must be submitted with this form.

STUDENT DETAILS			
First Name:			
Last Name:			
Date of Birth:		Student ID	
Course withdrawal details	Course(s) currently enrolled and want to withdraw: (If the student wants to withdraw from all the subsequent courses enrolled with the Institute, he/she should list the courses below.)		
	Current course:		
	Subsequent course(s):		
Reason for withdrawal			

I understand this request, if approved, may be reported to PRISMS and may affect my student visa.

Student Signature: _____ Date: _____

Office Use Only:					
Is the withdrawal Approved?	Yes	No	Is the request for Letter of release approved?	Yes	No NA
Approved By					
Is the SMS updated to reflect the change?	Yes	No	NA	Is the CoE cancelled?	Yes No NA
Is the outcome communicated to the student?				Yes No	
Processing staff		Signature		Date	

Privacy Notice: Information collected is used for lawful educational and compliance purposes under the Privacy Act 1988 (Cth) and the VET Data Policy. Details may be shared with government agencies (e.g., PRISMS, NCVER) as required.

Institute of Management and Computing Pty Ltd.

RTO No. 91615 | CRICOS Code: 04220M | ABN: 52 123 503 480

Address: Unit 1/61 Riggall Street, Broadmeadows, Melbourne, VIC, 3047, Australia

Phone: +61 391 913 448 | Email: info@imc.vic.edu.au | Website: www.imc.vic.edu.au

IMC student course withdrawal form Version 2.0 | Last reviewed: Sep 2025 | Uncontrolled when printed