Form ENR05 v4.1

REQUEST FOR WITHDRAWAL FORM

AKA EDUCATION GROUP

1.0 Student to complete (or staff member who received request)

Student ID:	Date of Birth:
First Name:	Last Name:

Organisation enrolled with: ☐ AEI ☐ Kauri ☐ AGI Education ☐ SRA ☐ ACTS ☐ CCTA

Person completing this form: ☐ Student ☐ Authorised staff member

Category for withdrawal request: ☐ Student initiated ☐ AKA initiated (non-attendance in first 10 days)

Visa Type: ☐ Student Visa ☐ Visitor Visa ☐ Working Holiday Visa ☐ NZ Citizen / Permanent Resident

Programme Name:

Enrolment Start Date: (as listed in Offer of Place)	Enrolment End Date: (as listed in Offer of Place)

Date of proposed withdrawal:

Reason for withdrawal: (Please give a detailed explanation. Attach evidence where needed.)

Student Signature (if completed by student):	Date:

2.0 Request received by (only complete when an authorised staff member is completing this form)

Staff member name:	Position:
Date received:	Staff member signature:

Please note that the date withdrawal was notified, is the official date the withdrawal will be considered from unless this is an AKA initiated withdrawal due to non-attendance in first 10 days of enrolment start date. If AKA initiated the date will be the 10th day.

3.0 Withdrawal Outcome – to be completed by Campus Director or nominated staff member

☐ Tick if student is Under 18? If yes, attach evidence of approval from parents for withdrawal. Outcome cannot be processed without parental approval.

Withdrawal Outcome:

☐ Withdrawal Declined (U18 without parental consent) ☐ Withdrawal Approved

Refund eligibility:

☐ Eligible for a refund. Student/Authorised staff member to complete *FIN01 Request for Refund Form*.

☐ Not eligible for a refund.

Staff member name:	Staff member signature:
Staff member position:	Date:

4.0 Student Services Team to complete

Date completed form received:

Complete the following process:

- ☐ If eligible for refund, freeze Public Trust account no later than the following business day from receipt of this completed form. Once the FIN01 Request for Refund form has been completed and approved, process as per FIN01 form requirements. (Record n/a if this is not applicable)
- ☐ If student is in Homestay, notify Homestay Provider. (Record n/a if this is not applicable)
- ☐ Notify Immigration NZ / StudyLink of withdrawal no later than 5 working days from date of receipt of this form. ***Screenshot evidence of notification.**
- ☐ Update Athina / MCRR with withdrawal. This will update class registers. *Scan this form and supporting evidence to Student File in