

Student Services

Student Instructions for Communication to apply for Withdrawal

The procedure for Paper/Class/Programme withdrawal is as follows:

Paper/Class Withdrawal

1. If student wants to withdraw from one of the paper or class, the student needs to inform to the programme administrator.
2. Once programme administrator explains the advantages and disadvantages which may occur and if the student agrees to withdraw, then student is required to inform the college via email at studentservices@nzios.ac.nz as soon as possible.
3. In the subject line of the email, write 'Paper/Class Withdrawal' and explain the reason in the e-mail.
4. Student must write email from the student's NZIoS email address or from the personal email address provided to NZIoS in the admission application or 'Contact Details Form'.

Programme Withdrawal

1. If student wants to withdraw from the programme, the student needs to inform the college via email at studentservices@nzios.ac.nz as soon as possible.
2. In the subject line of the email, write 'Programme Withdrawal' and explain the reason in the e-mail.
3. Once you send the e-mail, we will reply with Withdrawal Application form so you can fill the form and send it back.
*Once your programme withdrawal application is approved, your student visa termination will be requested to INZ.

NZIoS student services shall respond within two working days. Please write again after two days if you do not hear back from NZIoS student services within two working days.