



# COURSE WITHDRAWAL FORM

## STUDENT DETAILS

First name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Course Enrolled: \_\_\_\_\_ Start Intake Date: \_\_\_\_\_  
 Resident Address: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## PLEASE READ THE FOLLOWING

**(Tick the boxes as you go through)**

- Complete all the sections and attach the required documents. Incomplete applications will not be considered. Processing time is 7 working days.
- Note: Your application for withdrawal is not automatically approved.
- Please read the information on the back of this form before submitting your application.

## PLEASE PROVIDE THE FOLLOWING DOCUMENTS

**(Tick the boxes as you go through)**

- Attach a letter explaining why you are applying for withdrawal.
- Attach copies of any documents which support your request – for example: medical certificate

## APPLYING FOR COURSE WITHDRAWAL for (INTERNATIONAL STUDENTS ONLY)

***Please ensure that you read the conditions outlined below before applying for course withdrawal.***

Course Withdrawal Conditions: In the event you intend to transfer your studies to another provider or terminate your course, 28 days' notice in writing is required before the commencement date of the next term. If less than one month's notice is given, the following semester's fees must be paid as indicated on the offer letter.  
 (International students are required to have completed six months of their principal course prior to transferring to other institutions)

Passport Number: \_\_\_\_\_ Visa Type: \_\_\_\_\_

## APPLYING FOR A LETTER OF RELEASE for (INTERNATIONAL STUDENTS ONLY)

- This section is for international students who are seeking a letter of release from the institute.
  - A letter of release is not required if you have studied more than 6 months of your principal course.
- Do you require a letter of release?  Yes  No
- Attach a copy of your offer letter from the institution to which you wish to transfer.

## DECLARATION

I have read and understood the institute's withdrawal and student transfer request assessment policy and procedures;

Student's Signature:  Date: \_\_\_\_\_



## TRANSFER REQUEST ASSESSMENT POLICY REQUIREMENTS

Once the institute receives your application for a letter of release, the Registrar will assess the application and any evidence attached to support the application. The reasons stated in your application must meet the institute's transfer requirements. If the reasons stated do not comply with the institute's transfer requirements, your application will be rejected. Please allow 7 working days for the processing time.

If you choose to appeal, you must continue to maintain the enrolment and attendance at all classes as normal, until the process is completed. If you choose not to attend classes during this period, you will be required to re-enrol.

## ASSESSMENT CRITERIA FOR A LETTER OF RELEASE

A letter of release **will normally be granted** under the following circumstances:

1. The institute is unable to continue to provide the course;
2. The student can provide genuine evidence supporting compassionate and compelling circumstances;
3. The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the institute;
4. The student can demonstrate they are experiencing a threat to their physical or mental health or safety by remaining at the institute and can demonstrate clearly how this will be remediated through a transfer;
5. It has been agreed by the institute that the student would be better placed in a course that is not available at the institute.
6. The current course of study is clearly not consistent with the documented course requested on the application.

If a letter of release is refused, reasons for the refusal will be documented in writing and the student will be informed of their rights of appeal using the institute's Complaints and Appeals Policy and Procedures.

A letter of release **will normally not be granted** under the following circumstances:

1. Change of mind. Students are able to apply for transfer to other courses within the institute but will not be granted a release on the basis of simply changing their minds;
2. The student claims difficulty with the course but has not accessed the additional academic support available at the institute;
3. The student claims difficulty with the course, however, the institute believes that the student is capable of succeeding with extra support and effort;
4. The student has less than 25% of the course to complete;
5. The student has unsatisfactory academic progress;
6. The student has unsatisfactory attendance;
7. The institute believes that the student is attempting to avoid being reported to DIAC for failing to meet the institute's satisfactory course progress requirements;
8. The student's fees are in arrears;
9. The proposed transfer will jeopardise the student's progression through a package of courses;
10. Claims of financial hardship;
11. Claims of migration or representative agent error;
12. The student is likely to be academically disadvantaged;
13. The institute is concerned that the student's application to transfer is a consequence of the adverse influence of another party;
14. The student cannot provide a letter from another registered provider confirming that a valid enrolment offer has been made.

## THE APPEAL PROCESS

**Step 1:** If you are dissatisfied with the decision of the institute you may access our internal appeals process by completing the Appeals Form. The Appeal Form must be lodged within 10 working days of receiving the refusal letter and the appeal process will be finalised within 10 days. You will be advised of the outcome in writing.

**Step 2:** If you are dissatisfied with the institute's appeal process you may raise a complaint with external authorities such as the Overseas Student Ombudsman. During this period you are required to maintain your enrolment by continuing to attend classes regularly. The availability of an appeal process does not remove the right of the student to take action under Australia's consumer protection laws.

## OFFICE USE ONLY

Date Application received: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## ASSESSMENT CHECKLIST

- Six months of the principal course has been completed
- The student has provided an offer letter from another provider
- The student has given more than one month's notice
- The student has provided sufficient evidence to demonstrate compassionate grounds
- All tuition fees/material fees have been paid
- All academic results and attendance requirements have been met

## OUTCOME

Approved  Rejected

Comments: \_\_\_\_\_

Decided By: \_\_\_\_\_ Date: \_\_\_\_\_