



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 Student Transfer Policy.

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** in the following situations.

The institute will consider the following circumstances as reasonable grounds for transfer, where the student has supplied evidence in support of at least one of the following:

1. The institute is unable to continue to provide the course as outlined in the written agreement;
2. The student wishes to change course in order to gain access to special services or pathways that can be confirmed as being offered by another registered provider, which the institute is not able to provide;
3. The student has undertaken an individually tailored intervention strategy, but is still not coping with the study requirements and wishes to transfer to an alternative course that is not offered by the institute;
4. The student can provide genuine evidence supporting compassionate and compelling circumstances which necessitate transfer to another provider;
5. There is evidence that the overseas student's reasonable expectations about their current course are not being met; and/or
6. An appeal (internal or external), on another matter results in a decision or recommendation to release the overseas student.

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 Grievance Handling Policy and Procedure.

A letter of release **will normally NOT be granted** in the following situations.

Examples of factors that may be considered unsuitable for the student transferring include:

1. The transfer may jeopardise the student's progression through a package of courses;
2. The student is able to apply for transfer to other courses within the institute but will not be granted a release on the basis of a change of mind;
3. The student has 25% or less of the course to complete;
4. The student fees are in arrears;
5. Claims of financial hardship;
6. Claims of migration or representative agent error;
7. The institute is concerned that the student's application to transfer is a consequence of the adverse influence of another party or if the institute considers the request for a transfer to be the result of student poaching;
8. The student was given adequate information at the time of enrolment to enable the student to make an informed decision to undertake the course;
9. The student claims difficulty with the course but the full range of support services have not been accessed by the student (the student will be advised that the institute will revisit the issue within a timeframe negotiated with the student);
10. The institute forms the view that the student is trying to avoid being reported to DIBP for failure to make satisfactory academic progress or to meet attendance requirements;
11. Where a student wants to transfer to a course that does not adequately meet their long term goals;
12. The student decides they would prefer to live in another city for personal reasons, including employment opportunities;
13. The student decides that they would prefer to study at an institution with lower fees;
14. The student decides that they would prefer to study a different subject area, or at a lower level.

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: _____