

Withdrawal and Release Form

Purpose: This form applies to students who wish to withdraw and or be released from their studies in Australia or student visa holders who wish to transfer to another college and

- has completed the first 6 calendar months of their principal course and do not require a release from the college.
- Or,
- has not completed the first 6 calendar months of their principal course and requires a release from the college.

Principal Course:

The principal course is the main course of study to be undertaken by an international student, where the student visa has been issued for multiple courses and is usually the final course of study.

- Allow up to 14 working days from the lodgement of a full application to be assessed.
- Students should not discontinue from studies until they have been advised of the application outcome.

Supporting documentation required to be submitted:

For Release

- Offer Letter from another education provider (please **do not** accept this offer until you have been advised of the decision).
- Other (if any)

For Withdrawal

- Visa Copy
- Flight Itinerary
- Other (if any)

The completed form and supporting evidence should be submitted to the student support officer at the college office.

The student is required to complete all applicable fields in sections A to F on this form.

Section A – Student Details	
Student Number:	Visa Type and Subclass:
First Name:	Family (Surname) Name:
Mobile:	Email:
Residential Address:	

Section B – Course Details

Course(s) you wish to withdraw or be released from:

Section C – Change in Study Conditions

Please select the most appropriate statement from below:

- ☐ Change in visa status or conditions (*go to section D only*)
- ☐ Leaving Australia permanently (*go to section D only*)
- ☐ Completed 6 months of principal course at the college and transferring to another provider (*go to section D only*)
- ☐ Not Completed 6 months of principal course at the college and transferring to another provider (*go to section E only*)
- ☐ Other (*go to section D only*)

Section D – Detailed reason for your Withdrawal Request (attach supporting documentation)

Section E – Detailed reason for your Transfer Request (attach supporting documentation)

Section F - Student Declaration

- I have read and understood the above note and the relevant policies of the college.
- I declare that the information provided is accurate and the form is fully completed.
- I acknowledge that the provision of incorrect information or the withholding of relevant information may delay the processing of my application.
- I understand that it is my responsibility to seek advice from relevant authorities, including the Department of Home Affairs, regarding the possible impacts to my visa.
- I agree to pay \$200 for withdrawal prior to finalisation of the application.

Signature of student:

Date (dd/mm/yyyy):

Section G – For Office Use Only:	
Date Application Received:	Received by:
Application Outcome: ☐ Approved ☐ Rejected	
Date processed:	Processed by:
Further comments (if required):	