



Complete and lodge this form with your Campus Central office.

You must:

- Complete the form in full
- Obtain advice and approval from an International Student Officer at the Learning and Teaching Unit
- Read and sign the Student Declaration

PTO for lodgement details and for relevant policies and procedures on withdrawing from your program

Part A: Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Contact No:

Program details:

Program code:

Program title:

Are you a sponsored student?

Yes (Please detail full name of sponsor and contact details)

No

Part B: Withdrawal from Program

Please only complete if you want to cease studying in the program above, therefore giving up your position in the program

I wish to completely withdraw from the courses in which I am currently enrolled and the above program.

I have discussed my options with my Program Director (this is optional)

Yes

No

Reasons for withdrawal from program:

Financial

Transfer to another provider

Personal

Visa

Returning to home country
(attach copy of return ticket)

Other (please state):

Part C: International Student Officer Approval – Learning and Teaching Unit

Release letter:

Sighted

N/A

Approval obtained from UI Government Sponsorships:

Yes

N/A

UI Government sponsorship contact name:

Date:

ISO name:

ISO signature:

Date:

Part D: Student Declaration

I understand that:

1. If I do not enrol and this Withdrawal Form has not been approved by the Learning and Teaching Unit, my non-enrolment will be reported to the Department of Immigration and Citizenship which may affect my student visa
2. If this Withdrawal Form is approved:
 - the Department of Immigration and Citizenship will be notified of my withdrawal which will result in cancellation of my Confirmation of Enrolment (CoE) and may result in cancellation of my student visa
 - it is my responsibility to notify any registration board with which I was required to register as a student, of this change to my enrolment
 - I will lose my place in the program if I withdraw, and I will be required to apply for re-admission if I wish to

- continue my studies at a later date
- I am obliged to pay any outstanding fees to UniSA.

Student Signature:

Date:

LODGING YOUR APPLICATION

You are required to submit this form to Campus Central and surrender your Student ID card. When this form has been processed confirmation will be sent to you via post. Please ensure that your mailing address on your myUniSA student portal (www.unisa.edu.au/myunisa) is correct.

Please refer to the University's Enrolment Policy <http://www.unisa.edu.au/policies/policies/academic/A48.asp> for further information about withdrawing from your program.

With Campus Central

In person

City East

Campus Central
Level 3
Playford Building

Mawson Lakes

Campus Central
Ground Floor
A Building

City West

Campus Central
Ground Floor
Yungondi Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block

Whyalla

Campus Central
Ground Floor
Main Building

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

By fax

City East	(08) 8302 2466
City West	(08) 8302 0590
Magill	(08) 8302 4090
Mawson Lakes	(08) 8302 3550
Mount Gambier & Whyalla	(08) 8647 6082

OFFICE USE ONLY

Campus Central

Form fully completed

Future contact details entered

Withdrawn from courses

Notify the student in writing to confirm processing (copy of letter filed to Sharepoint)

Tuition fees recalculated

Original placed in student's file

Future Term Activation rows deleted

Copy to relevant Dean Teaching & Learning (If appropriate)

WAPP row entered onto Program / Panel (and delete Expected Grad term)

Copy of form and any supporting documentation sent to international.withdrawal@unisa.edu.au

Student ID card destroyed (only if no other active programs)

Date received:

Date processed:

Received by:

Processed by:

OFFICE USE ONLY

UniSA International

Form fully completed

Update Medici

Print UniSA Info

If BFS, contact Student Finance

Report on CoE and print SCV

Email student

Processed by:

Date: