University of South Australia | Student and Academic Services

Withdrawal from Program

(For use by International Students studying in Australia on a Student Visa)

This form is <u>not to be used</u> by Higher Degree by Research Students. HDR students please refer to website http://w3.unisa.edu.au/researchstudents/forms/

If you wish to withdraw from your program, you must:

1. **Complete the form in full**
2. **Obtain approval from an International Student Officer at the Student Engagement Unit**
3. **Read and sign the Student Declaration at Part D**
4. **Lodge this form with a Campus Central office.**

Please note:

- **if this withdrawal is not approved and you do not maintain your enrolment, your Confirmation of Enrolment (CoE) may be cancelled, which may affect your student visa (i.e cancel it),**
- **if you are leaving Australia we strongly recommend that you contact the Department of Immigration and Border Protection (DIBP) and arrange to voluntarily cancel your student visa. If you make future visa application to return to Australia it is more favourable that your visa was voluntarily cancelled than cancelled by DIBP for not holding a COE.**

Please refer to the University's Enrolment policy for further information about withdrawing from your program unisa.edu.au/policies/policies/academic/A48.asp.

Part A: Personal details

Student ID: ☐☐☐☐☐☐☐☐☐	
Mr/Miss/Ms/Mrs:	First name(s):
Family name:	Contact No:
Date of birth:	Alternate email:

Program details

Program code:	Program title:	
Are you a Sponsored student?	☐ Yes	☐ No
Name of Sponsor:		
Do you currently have a student registration with a state or national registration board?	☐ Yes (please provide the full name and contact details of the registration board)	☐ No

Part B: Withdrawal from Program

Please only complete if you want to cease studying in the program above, therefore giving up your place 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 – Student Engagement Unit

Release letter	☐ Sighted	☐ N/A
Approval obtained from UniSA International Government Sponsorships	☐ Yes	☐ N/A
UniSA International Government sponsorship contact name:		Date:
International Student Officer name:		
International Student Officer signature:		Date:

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Part D: Student Declaration

I understand that:

1. If this withdrawal is **not approved** and I do not maintain my enrolment, my Confirmation of Enrolment (CoE) may be cancelled, which may affect my student visa.
2. If this withdrawal is **approved**:
   - the Department of Immigration and Border Protection (DIBP) will be notified of my withdrawal, which will result in cancellation of my CoE, and may affect my student visa
   - the relevant registration board will be notified of my withdrawal, upon which my student registration will be cancelled. (This does not include Occupational Therapy students)
   - If if transfer to another provide which is a lower level or I study a lower level program (eg Bachelor to Diploma) DIBP may refuse to grant me a new visa if they believe I am not a Genuine Temporary Entrant.
   - if I am an Occupational Therapy student it is my responsibility to notify the Occupational Therapy Board of SA of this change to my enrolment
   - I will lose my place in the program, 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 the University.

Student Signature:	Date:

LODGING YOUR APPLICATION

You are required to lodge this form with 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 (https://my.unisa.edu.au/public/studentweb/) is correct.

In person

City East
Campus Central
Level 3
Playford Building

City West
Campus Central
Level 2
Jeffrey Smart Building

Magill
Campus Central
Level 1
B Block

Mawson Lakes
Campus Central
Ground Floor
C Building

Mount Gambier
Regional Centre Office
Wireless Road
Mount Gambier
SA 5290

Whyalla
Campus Central
Ground Floor
Main Building
111 Nicolson Ave
Whyalla Norrie
SA 5608

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5001

By fax

City East	campuscentral.cityeast@unisa.edu.au
City West	campuscentral.citywest@unisa.edu.au
Magill	campuscentral.magill@unisa.edu.au
Mawson Lakes	campuscentral.mawsonlakes@unisa.edu.au
Whyalla	campuscentral.whyalla@unisa.edu.au
Mount Gambier	campuscentral.mtgambier@unisa.edu.au

OFFICE USE ONLY

Campus Central

☐ Form fully completed	☐ Email copy of student correspondence to PD
☐ 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/updated	☐ Copy to relevant Dean Teaching & Learning (If under academic review)
☐ 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)	☐ Registration Board & Division Manager notified (if applicable)
☐ Campus Central/ ISO to contact: international.sponsors@unisa.edu.au to gain sponsor approval prior to processing	
Date received:	Date processed:
Received by:	Processed by: