

Enrolment Withdrawal Form

Your Details

Student Number:	USI:	
Course Enrolled In:		
Given/First name:		
Family name:		
Address :		
	State:	Post Code:
Email:		
Contact Phone:	Mobile:	

Reason for Withdrawal – Please Tick

- | | |
|---|--|
| <input type="checkbox"/> No longer wish to study in Australia | <input type="checkbox"/> Change of VISA Status |
| <input type="checkbox"/> No longer wish to study in this State | <input type="checkbox"/> Financial Issues |
| <input type="checkbox"/> No longer wish to study in this vocation | <input type="checkbox"/> Personal Issues |
| <input type="checkbox"/> Returning to Home Country | <input type="checkbox"/> Medical Issues |
| <input type="checkbox"/> Enrolling in another institution | |
| <input type="checkbox"/> Other <i>Please specify:</i> _____ | |

1. If transferring to another institute you must attach:

Letter of Offer

Name of Institution: _____

Course Name: _____

2. If you are returning home you must attach:

One way plane ticket

3. If your visa condition has changed you must attach:

Copy of new visa

Student Signature: _____

Date: _____

Form Number: W-1	Version: 2	Date Created: December 2009
Date Implemented: January 2010	Responsibility: Student services manager	Last Reviewed: JUNE 2015

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OFFICE USE ONLY - Please ensure this form is signed by all listed departments

OFFICE USE ONLY		Approval	
		Yes	No
Finance Signature			
Date		Yes	No
Student Services Signature			
Date		Yes	No
Admissions Signature			
Date			

IF APPROVED: Admissions to ensure the relevant entity department is formally notified of the student's withdrawal, processed on PRISMS and a copy of completed withdrawal form is filed on the student's file.