

## Withdrawal from Program

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

This form is **not to be used** by Higher Degree by Research Students. HDR students please refer to website <https://i.unisa.edu.au/students/research-students/student-forms/>.

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

- Complete the form in full
- Obtain approval from a Student Adviser (International) at the Student Engagement Unit
- Read and sign the Student Declaration at Part D
- 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, it is your responsibility to contact the Department of Home Affairs (Home Affairs) to voluntarily cancel your student visa by submitting a request through your [ImmiAccount](#). Voluntary cancellation will be looked upon more favourably by Home Affairs if you ever return to Australia, than if Home Affairs automatically cancels your visa because you do not hold a CoE
- If you are changing to lower AQF level program you are required to apply for a new student visa regardless of the end date of your current student visa

Please refer to the University policy, Section 8 of [A – 48 Enrolment](#) for further information about withdrawing from your program.

### 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 (attach copy of offer letter)  Personal  
 Visa  Returning to home country (attach copy of return ticket)  Other (please state): \_\_\_\_\_

### Part C: Student Adviser (International) approval – Student Engagement Unit

Release granted by UniSA International Q&C team  Sighted  N/A

Approval obtained from UniSA International Government Sponsorships  Yes  N/A

UniSA International Government sponsorship contact name:  Date:

Student Adviser (International) name:

Student Adviser (International) signature:  Date:

### 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 Home Affairs (Home Affairs) 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 transfer to another provider which is a lower level or I study a lower level program (eg Bachelor to Diploma) Home Affairs 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 Australian Health Practitioner Regulation Agency (AHPRA) 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**  
Learning Centre  
Wireless Road West  
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 email

[ask@campuscentral.unisa.edu.au](mailto:ask@campuscentral.unisa.edu.au)

### OFFICE USE ONLY

#### Campus Central

<input type="checkbox"/> Form fully completed	<input type="checkbox"/> Email copy of student correspondence to PD
<input type="checkbox"/> Withdrawn from courses	<input type="checkbox"/> Notify the student to confirm processing
<input type="checkbox"/> Tuition fees recalculated	<input type="checkbox"/> Original placed in student's file
<input type="checkbox"/> Future Term Activation rows deleted/updated	<input type="checkbox"/> Student Adviser (International) to contact: <a href="mailto:international.sponsors@unisa.edu.au">international.sponsors@unisa.edu.au</a> to gain sponsor approval prior to processing
<input type="checkbox"/> WAPP row entered onto Program / Panel (and delete Expected Grad term)	<input type="checkbox"/> Copy of form and any supporting documentation sent to <a href="mailto:qualityandcompliance@unisa.edu.au">qualityandcompliance@unisa.edu.au</a>
<input type="checkbox"/> Student ID card destroyed (only if no other active programs)	<input type="checkbox"/> Registration Board & General Manager of the relevant Academic Unit to be notified (if applicable)
Date received:	Date processed:
Received by:	Processed by: