

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 emailing super.hobart@homeaffairs.gov.au. Voluntary cancellation will be looked upon more favourably by Home Affairs if you ever return to Australia, then 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's Enrolment policy for further information about withdrawing from your program <https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Part A: Personal Details

Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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?	<input type="checkbox"/> Yes					<input type="checkbox"/> No	
Name of Sponsor:							
Do you currently have a student registration with a state or national registration board?	<input type="checkbox"/> Yes (please provide the full name and contact details of the registration board)					<input type="checkbox"/> 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

<input type="checkbox"/> 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)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reasons for withdrawal from program:		
<input type="checkbox"/> Financial	<input type="checkbox"/> Transfer to another provider	<input type="checkbox"/> Personal
<input type="checkbox"/> Visa	<input type="checkbox"/> Returning to home country (attach copy of return ticket)	<input type="checkbox"/> Other (please state): _____

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

Release granted by UniSA International Q&C team	<input type="checkbox"/> Sighted	<input type="checkbox"/> N/A
Approval obtained from UniSA International Government Sponsorships	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 provide 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

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"/> Campus Central/ Student Adviser (International) to contact: international.sponsors@unisa.edu.au 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 international.withdrawal@unisa.edu.au
<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: