



INS0011

UTS College Student ID Number

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Application to Withdraw/Transfer (Full-Time English Courses)

Date of Application (DD/MM/YYYY): _____

Scholarship Student? **Yes** **No** If scholarship student, an authorisation is required from the Cultural Mission or sponsor when submitting this application.

Family Name: _____

Given Names: _____

Date of Birth (DD/MM/YYYY): _____

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

I wish to withdraw in block: _____

Last date attending classes: (DD/MM/YYYY): _____

Reason for Withdrawal:**Meeting English requirement earlier****Visa rejection****Returning overseas****Reason for returning overseas:** _____**Conditions:**

1. This is only an APPLICATION to withdraw. The decision will depend on your visa status. UTS College will assess and reply to this request within 10 working days.
2. Be aware that deferring, suspending or cancelling your enrolment may affect your student visa.
3. You must speak to an Academic Adviser before submitting this application.
4. This application must be accompanied by the required documents: passport copy, visa copy, plane ticket, statement explaining reasons to withdraw, UTS College library record from HELPS Centre and supporting documents (if applicable).
5. Withdrawal without providing the required documentation will result in your being reported to the Department of Home Affairs.
6. If you are under 18 years of age, your parent or guardian (with proof of guardianship) must also sign this form.
7. You will be notified of the decision in writing via email.
8. You should continue to attend classes, submit assignments, attend exams etc. until you have received a decision in writing regarding this application to withdraw. Failure to do so may impact on your visa and future studies.

Student Signature:

Date (DD/MM/YYYY): _____

Parent/Guardian Signature:

For students under 18 years of age
*Homestay hosts are not permitted to sign as parents or guardians.

Date (DD/MM/YYYY): _____

Lodging this form

Email (preferred lodgement method) to: studentcentre@utscollege.edu.au

In Person: Ground Floor,
187 Thomas Street
Sydney NSW 2000
Australia

OFFICE USE ONLY

Application received by: _____

Date received (DD/MM/YYYY): _____

Student under 18 years old? Yes No

Application approved **Application rejected**

Staff name: _____ **Date (DD/MM/YYYY):** _____

Student terminated on system and notified by email on Date (DD/MM/YYYY): _____