Application to Withdraw - Applied Programs

Please complete this form if you wish to withdraw from your current or future UNSW College program and email to enrolments@unswcollege.edu.au
Please refer to Refunds and Fees Policy at https://www.unswcollege.edu.au/about/policies

SECTION 1: PERSONAL DETAILS – Applies to All Applicants *(Please use CAPITAL letters)*

Family Name | Given Name

Phone Number | Student ID Number | Date of Birth (dd/mm/yyyy)

Australian Address

☐ I am under 18 and have seen a Student Adviser.

☐ I am a sponsored student, have notified my sponsor and provided their consent letter, supporting my request to withdraw.

Email Address
(Please note that if you request a release letter, the outcome of your application will be sent to this email address)

Program | Intake/Term/Year | Enrolled subjects in Current Term

Specialisation *(If applicable)* | Submission Date

When are you withdrawing from your program?

☐ At the end of the current term.

☐ Effective immediately.

SECTION 2: REASON FOR WITHDRAWAL – Applies to International Students Who are on a Student Visa

☐ **A. I am returning to my own country *(Please attach a copy of your airline ticket)***

☐ **B. I would like to transfer to another education provider in Australia. Please answer the following:**

Do you require to be released? ☐ Yes* ☐ No *(Go to section 3)*

***Note:** If you request to be released, you must also complete the Transfer to Another Education Provider form.

If your application for a release is not successful, do you still wish to withdraw?

☐ Yes ☐ No

☐ **C. Met requirements for a program at UNSW**

☐ **D. Compelling or compassionate circumstances (e.g illness, evidence required)**

☐ **E. Dissatisfaction with course (a statement required)**

UNSW College
Building L5, UNSW Sydney Campus, 223 Anzac Parade, Kensington NSW 2033 Australia
T: +61 (2) 8936 2222 | W: unswcollege.edu.au
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F. Other (Please specify)

SECTION 3: STUDENT'S DECLARATION – Applies to Domestic or International Students

- ☐ I understand that I am required to continue attending all scheduled classes until UNSW College notify me of the approval of my application.
- ☐ I understand that any delay in providing required information relating to my withdrawal may result in the delay of processing.
- ☐ I understand that I am required to pay any outstanding fees to UNSW College and/or UNSW before my withdrawal is processed. As an International Student, I understand that visa implications of withdrawing my enrolment(s) at UNSW College and that my visa may be cancelled if my application for withdrawal is approved.
- ☐ I understand that if I withdraw from the program after the Academic Withdrawal Date (Sunday in Week 7), an AW grade will be shown on my transcript.

By providing your signature below you agree to being withdrawn from the above course if your application is successful. Please note that if your withdrawal is approved, you will need to return your student ID card.

Student's Signature | Parent/Guardian's Signature | Date (dd/mm/yyyy)

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