

This form is **not to be used** by Higher Degree by Research Students. HDR students please refer to website www.unisa.edu.au/resdegreess/forms/default.asp#changes

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

1. Complete the form in full
2. Obtain approval from an International Student Officer at the Learning and Teaching Unit
3. Read and sign the Student Declaration at Part D
4. 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.

Please refer to the University's Enrolment policy for further information about withdrawing from your program <http://www.unisa.edu.au/policies/policies/academic/A48.asp>.

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 (please provide the full name and contact details of sponsor)	<input type="checkbox"/> No
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: International Student Officer Approval – Learning and Teaching Unit

Release letter:	<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:	
International Student Officer name:		
International Student Officer 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 Immigration and Citizenship (DIAC) 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 I am an Occupational Therapy student it is my responsibility to notify the Occupational Therapy Board of SA 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 UniSA.

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 (www.unisa.edu.au/myunisa) is correct.

In person

City East

Campus Central
Level 3
Playford Building

Mawson Lakes

Campus Central
Ground Floor
A Building

City West

Campus Central
Ground Floor
Yungondi Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block

Whyalla

Campus Central
Ground Floor
Main Building
111 Nicolson Avenue
Whyalla Norrie SA

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

By fax

City East	(08) 8302 2466
City West	(08) 8302 0590
Magill	(08) 8302 4090
Mawson Lakes	(08) 8302 3550
Mount Gambier & Whyalla	(08) 86476082

OFFICE USE ONLY

Campus Central

<input type="checkbox"/> Form fully completed	<input type="checkbox"/> Alternate email details entered
<input type="checkbox"/> Withdrawn from courses	<input type="checkbox"/> Notify the student in writing to confirm processing (copy of letter filed to Sharepoint)
<input type="checkbox"/> Tuition fees recalculated	<input type="checkbox"/> Original placed in student's file
<input type="checkbox"/> Future Term Activation rows deleted	<input type="checkbox"/> Copy to relevant Dean Teaching & Learning (If appropriate)
<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 & Division Manager notified (if applicable)
<input type="checkbox"/> Email copy of student correspondence to PD	
Date received:	Date processed:
Received by:	Processed by: