

INTERNATIONAL STUDENT COURSE WITHDRAWAL APPLICATION- ADDITIONAL INFORMATION



**VICTORIA
UNIVERSITY**

**A NEW
SCHOOL OF
THOUGHT**

This form accompanies Course Withdrawal forms A40 (HE) and A07 (TAFE)

This form should be completed by international students who are enrolled in a course at Victoria University (VU) and want to withdraw from an enrolled course.

Please read the guidance overleaf before completing this form. This form must be accompanied by a course withdrawal form which has been signed by your Faculty/School. Completed forms and attachments should be submitted to Victoria University International (see details overleaf).

PART A: TO BE COMPLETED BY THE STUDENT

Student ID number:

Date of birth: / / Title: Mr Miss Ms Mrs

Family name:

Given name(s):

PART B: REASONS FOR COURSE WITHDRAWAL

Please provide in detail reason(s) for requesting a course withdrawal

SECTION C: STUDENT DECLARATION

The information provided by me is true and correct. I have read and understood the information on this form. I have provided the following required information (please tick box):

- Detailed reason(s) for requesting a course withdrawal
- Supporting documents as required by the guidance on this form

Signature : _____

Date : / /

GUIDANCE

Once Victoria University has received all required information, you should allow seven working days for processing of an application.

1. Your form cannot be processed unless you provide the following:
 - Detailed reason(s) for requesting a course withdrawal
 - If you intend to transfer between providers – A valid Letter of Offer from another provider (i.e. a Letter of Offer that is current and from a CRICOS registered provider)
 - If you are under 18 years of age – written confirmation of consent from a parent or a legal guardian
 - If you have been granted permanent residency – a copy of your passport stamp (which has been verified by VU International), or other official documentation from Immigration
2. It is important to include detailed information regarding your reasons for a course withdrawal. This will enable us to process your application as quickly as possible. For more information on withdrawing from your course refer to www.vu.edu.au/international-students/visa-and-enrolment-variations/course-withdrawal
3. There may be an impact on your student visa if you withdraw from your course. You cannot remain in Australia on a student visa unless you are studying. You should contact the Australian Department of Immigration and Citizenship (DIAC) on 131 881 regarding the implications for your visa status.
4. If you want to transfer to another provider and you have studies less than six months of your principal (main) course:
 - Your request will be assessed in line with the University's International Student Transfer Policy and Procedure. A copy of the policy can be viewed online at www.vu.edu.au/international-students/visa-and-enrolment-variations/course-withdrawal
 - The University will notify you of our decision in writing. If your request is approved we will send you a written Release Letter. If the University rejects your request you will be given an opportunity to appeal the decision. There is no cost for issuing a letter of release
5. To request a refund of fees paid to Victoria University you should apply using a Refund of International Student Fees Form, available online at www.vu.edu.au/courses/fees-and-scholarships/refunds/international-refunds

PRIVACY STATEMENT

Victoria University is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education, Employment and Workplace Relations (DEEWR), the Department of Immigration and Citizenship pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Victoria University holds about you. See the University's Privacy Policy for details, which can be accessed at www.vu.edu.au/library/pdf/default/PrivacyPolicy.pdf

PLEASE COMPLETE THIS FORM AND RETURN TO:

POSTAL ADDRESS

Victoria University International
City Flinders Campus
PO Box 14428
Melbourne Victoria 8001
AUSTRALIA

STREET ADDRESS

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