

Application for Withdrawal Form

This form is to be completed by overseas students who wish to cancel/withdraw from their course at UK English College. Withdrawal/cancellation will be granted in accordance with UK English College's *Deferral, Suspension, and Cancellation Policy*. Students are required to provide documentary evidence of such circumstances. More information can be found in your *Student Handbook*.

Please be aware that there may be implications for your student visa. You should refer to the Department of Home Affairs' website (<http://www.homeaffairs.gov.au/>) or Helpline (131 881) for information on what impact the potential change to your enrolment status may have upon your visa.

Student's details

Student Name: _____ Student ID/USI: _____

Date of Application: ___/___/___ Course: _____

I wish to withdraw from the course I am enrolled in with UK English College for the following reason/s:

I wish my withdrawal to be effective from (date): _____/_____/_____

I would like to transfer to another Australian Registered Provider. Yes No

Note: If you are requesting a transfer to another Australian Registered Provider, your request will be assessed in accordance with UK English College's *Course Transfer Policy and Procedures*.

If you are requesting a transfer to another Australian Registered Provider prior to having completed six months of your principal course at UK English College ('the restriction period'), you will require additional documentation. Please see below for more information.

I have discussed the reasons for my withdrawal from the course with the PEO. Yes No

Note: You are required to meet with the PEO before you submit this form. If you have not yet met with the PEO, please make an appointment to do so before you submit this form.

I believe that I am due a refund of fees. Yes No

Note: You must complete and submit a *Refund Application Form* before any refund request can be assessed.

Have your contact details changed since you last advised us of them? Yes No

If yes, please provide below.

Residential address: _____

Phone: _____ Mobile: _____

Email: _____

By signing this form, you agree:

- The information provided is true and complete.
- That you understand that there may be implications for your student visa. Please refer to the Department of Home Affairs' website (<http://www.homeaffairs.gov.au/>) or Helpline (131 881) for information on what impact the potential change to enrolment status may have upon your visa.
- That you have attached all required supporting documents.

Student's signature

Signed: _____

Printed Name: _____ Date: ____/____/____

Please submit this completed form to UK English College in one of the following ways:

- *In person:* UK English College
Level 3, 303 Pitt Street
Sdney, NSW 2000, Australia
- *By postal mail* UK English College
Level 3, 303 Pitt Street
Sdney, NSW 2000, Australia
- *By e-mail:* englishcollegeuk@gmail.com

UK English College will advise you of the outcome of your application within 10 working days of receipt of your completed application. If your deferral is approved, further information about the status of your Confirmation of Enrolment and student visa will be sent to you.

Please note the following additional conditions and requirements if you are requesting a transfer to another Australian Registered Provider prior to having completed six months of your principal course at UK English College ('the restriction period'):

In addition to submitting this completed *Application for Withdrawal Form*, you must provide a valid enrolment offer from another registered provider (often called a 'Letter of Offer').

UK English College will grant your transfer request if the transfer is assessed to be in your best interests, including but not limited to where UK English College has assessed that:

- You will be reported because you are unable to achieve satisfactory course progress at the level they are studying, even after engaging UK English College's intervention strategy to assist you in accordance with Standard 8 (Overseas student visa requirements)
- There is evidence of compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
 - Serious illness or injury, where a medical certificate states that the student was unable to attend classes
 - Bereavement of close family members, such as parents or grandparents (a death certificate should be provided where possible)
 - Major political upheaval or natural disaster in the home country requiring emergency travel, and this has had an impact on the student's studies
 - A traumatic experience that has had an impact on the student, such as involvement in or witnessing of a serious accident, or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports)
 - Where UK English College is unable to offer a pre-requisite unit
 - Where the student is unable to begin studying on the course commencement date due to delay in receiving a student visa
- UK English College is failing to deliver the course as outlined in the written agreement
- There is evidence that your reasonable expectations about their current course are not being met
- There is evidence that you were misled by UK English College or an education or migration agent regarding UK English College or its course, and the course is therefore unsuitable to their needs and/or study objectives
- An appeal (internal or external) or another matter results in a decision or recommendation to release you

If none of the above conditions is met, UK English College considers this to be reasonable grounds to refuse your transfer request.

UK English College will assess your request and notify you of the decision in writing using the *Notice of Withdrawal Decision* within 10 working days of receipt of both your completed *Application for Withdrawal Form* and your new Letter of Offer.

If UK English College refuses your request, you may lodge an appeal of this decision with 20 working days of the date of the *Notice of Withdrawal Decision* in accordance with UK English College's *Complaints and Appeals Policy and Procedures*. You may also submit a new *Application for Withdrawal* once you are outside of the restriction period. A refusal of a transfer request within the restriction period will have no effect on your ability to withdraw from your course at UK English College once you are outside of the restriction period.