

# Course Withdrawal International Student

**PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS**

Please refer to the International Student Deferral, Suspension and Cancellation of Enrolment Procedure - International Student Initiated Withdrawals [tafeqld.edu.au/current-students/student-policies/international.html](http://tafeqld.edu.au/current-students/student-policies/international.html)

**Please note the following information if your request to withdraw is to transfer to another education provider:**

International students who have not completed six months of study in their principal program (highest level) must apply for a release from TAFE Queensland International if they wish to withdraw to undertake study at another education provider. All applications to transfer must be submitted on Application to Transfer between Registered Providers - International Student form with a valid letter of offer and supporting documentation.

## STUDENT DETAILS

Student Number

USI Number

Full Name

Agent Name *(if applicable)*

Mobile

Email

Postal address

City / Suburb

State

Country

Postcode

## COURSE DETAILS

I wish to cancel my enrolment from the following courses (please list courses below)

  
  

My cancellation of enrolment is to take effect *(please advise the date of your cancellation)*

Date

Reason for  
withdrawal:

- |   |  |
|---|--|
| <input type="checkbox"/> Returning to Home Country                    | <input type="checkbox"/> Family/Personal |
| <input type="checkbox"/> Change of Visa classification/Visa rejection | <input type="checkbox"/> Medical         |
| <input type="checkbox"/> Course not meeting expectation               | <input type="checkbox"/> Other           |

Please provide below details of your reasons for withdrawing:

## Privacy Statement

TAFE Queensland is collecting your personal information in accordance with the Information Privacy Act 2009 and TAFE Queensland Act 2013 on this form to manage your withdrawal.

- Your information will be shared between TAFE Queensland and the Australian Government and designated authorities as per the Education Services for Overseas Students Act 2000 and The National Code 2018. This information includes, but is not limited to, personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of student visa conditions. Information pertaining to your enrolment (excluding academic records), attendance and account details will be disclosed to your education agent.
- Student's personal information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the TAFE Queensland Privacy Policy or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Office at [privacy@tafeqld.edu.au](mailto:privacy@tafeqld.edu.au).
- Students under the age of 18 years old will have their personal information, attendance details, progress and results disclosed to their parent/guardian upon request.

## Student Declaration

- I understand that formal communications at TAFE Queensland are provided electronically and will be sent to my nominated email account.
- I agree that TAFE Queensland will use the email address supplied by me as a point of contact for any information TAFE Queensland deems necessary.
- I agree that TAFE Queensland will access Visa Entitlement Verification Online (VEVO) services to confirm my eligibility to study in Australia or to advise entitlement to work in Australia whilst being enrolled at TAFE Queensland.
- I understand that once I have submitted this form, the Department of Home Affairs will be notified of the change to my enrolment at TAFE Queensland and this may affect the validity of my Student Visa.
- I understand that if I change my decision after the enrolment has been cancelled, I will need to re-apply to TAFE Queensland.
- I understand that I will be withdrawn from any of the courses listed under Course details and any future course enrolment will remain valid.
- I understand that by withdrawing after receiving a Notice of Intent to Report or Cancel does not stop the process outlined in the Notice.
- I understand that by signing this declaration, I have been advised that I must leave Australia, obtain enrolment in an alternative course or apply for a different visa within 28 days of submission of this withdrawal; and to contact the Department of Home Affairs in regard to my student visa.
- I hereby declare that I have read and understood the declaration.

Signature

Date

Please return completed form to [admissions.TQI@tafeqld.edu.au](mailto:admissions.TQI@tafeqld.edu.au) when you have not commenced your course and [TQIAssist@tafeqld.edu.au](mailto:TQIAssist@tafeqld.edu.au) after you have commenced your course.

## Office use Only

Date received

Is the form completed ?

 Yes  No

Has the student received a notice of intent to report or cancellation?

 Yes  No

*If yes, ensure to review the report notification and create a task for the date of expiry of the report notification and report via PRISMS.*

Delegated Officer Name

Date