

Please email this form directly to [Admissions@unswglobal.unsw.edu.au](mailto:Admissions@unswglobal.unsw.edu.au)

## Application to Withdraw (not for Diploma)

Please complete this form if you wish to withdraw from your current or future UNSW Global course.

Please refer to **Refunds and Fees Policy** at <https://www.unswglobal.unsw.edu.au/our-company/policies/#>

### SECTION 1: PERSONAL DETAILS – applies to all applicants

Family Name:		Given Name:	
Phone Number:		Australian Address:	
Student ID: _____		_____	
Date of Birth: ____ / ____ / ____ (dd/ mm/ yyyy)		_____	
<input type="checkbox"/> I am under 18, have attached parent/guardian signature and already seen the Student Adviser <input type="checkbox"/> I am a sponsored student, have notified my sponsor and provided their consent letter, supporting my request to withdraw			
Email Address: _____ <i>Please note that if you request a release letter, the outcome of your application will be sent to this email address</i>			
<input type="checkbox"/> UNSW Foundation Studies		<input type="checkbox"/> Academic English Programs	
Course Enrolled (eg: Standard / Std Plus / UEEC)	Term / Intake / Year (eg: T1/2014, C+/2014)	Class Group	

### SECTION 2: REASON FOR WITHDRAWAL – applies to international students who are on a Student Visa

<input type="checkbox"/> <b>A. I am returning to my home country (please attach a copy of your airline ticket)</b>	
<b>B. I would like to transfer to another education provider in Australia. Please answer the following:</b> Do you request a Release Letter? <input type="checkbox"/> Yes <sup>♦</sup> <input type="checkbox"/> No (Go to Section 3) <sup>♦</sup> <b>Note:</b> If you request a Release Letter you <u>must</u> also complete the Release Letter Request form. If your application for a Release Letter is not successful, do you still wish to withdraw? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> <b>C. Did not meet UNSW entry requirements</b>	<input type="checkbox"/> <b>D. Met UNSW/UFS requirements earlier</b>
<input type="checkbox"/> <b>E. Compelling or compassionate circumstances (evidence required)</b>	
<input type="checkbox"/> <b>F. Dissatisfaction with course (a statement required)</b>	<input type="checkbox"/> <b>G. Other (please specify):</b>

### SECTION 3: STUDENT'S DECLARATION – applies to domestic or international students

<input type="checkbox"/> I understand that I am required to continue attending all scheduled classes until UNSW Global notify me of the approval of my application.
<input type="checkbox"/> I understand that any delay in providing required information relating to my withdrawal may result in the delay of processing.
<input type="checkbox"/> I understand that I am required to pay any outstanding fees to UNSW Global and/or UNSW before my withdrawal is processed. As an International Student, I understand that visa implications of withdrawing my enrolment(s) at UNSW Global and that my visa may be cancelled if my application for withdrawal is approved.

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 Signature

\_\_\_\_\_  
Parent/Guardian Signature:

Date: \_\_\_\_\_