



UTS Insearch Student ID Number						

Application to Withdraw/Transfer (Full-Time English Courses)

Date of Application (DD/MM/YYYY):

Scholarship Student? Yes No If scholarship student, an authorisation is required from the Cultural Mission or sponsor when submitting this application.

Family Name:

Given Names:

Date of Birth (DD/MM/YYYY):

Unit No: Street No:

Street Name:

Suburb: Postcode:

Telephone: Mobile:

Email:

I wish to withdraw in term:

Last date attending classes: (DD/MM/YYYY):

Reason for Withdrawal:

Transfer to other school. Reason: _____

CTW Visa rejection Returning overseas, please circle: Financial or Medical

Other (please give details): _____

Conditions:

1. This is only an APPLICATION to withdraw. The decision will depend on your visa status. UTS Insearch will assess and reply to this request within 10 working days.
2. Be aware that deferring, suspending or cancelling your enrolment may affect your student visa.
3. You must speak to an Academic Adviser before submitting this application.
4. This application must be accompanied by the required documents: passport copy, visa copy, plane ticket, statement explaining reasons to withdraw, UTS Insearch library record from HELPS Centre and supporting documents (if applicable).
5. Withdrawal without providing the required documentation will result in your being reported to the Department of Home Affairs.
6. If you are under 18 years of age, your parent or guardian (with proof of guardianship) must also sign this form.
7. You will be notified of the decision in writing via email.
8. You should continue to attend classes, submit assignments, attend exams etc. until you have received a decision in writing regarding this application to withdraw. Failure to do so may impact on your visa and future studies.

Student Signature:

Date (DD/MM/YYYY):

Parent/Guardian Signature:

For students under 18 years of age
*Homestay hosts are not permitted to sign as parents or guardians.

Date (DD/MM/YYYY):

Lodging this form

Email (preferred lodgement method) to: studentcentre@insearch.edu.au

In Person: Ground Floor,
187 Thomas Street
Sydney NSW 2000
Australia

OFFICE USE ONLY

Application received by: _____ Release letter requested? Yes No

Date received (DD/MM/YYYY):

Student under 18 years old? Yes No

Application approved Application rejected

Staff name: _____ Date (DD/MM/YYYY): _____

Effective date (DD/MM/YYYY):

Student terminated on system Student notified by: Email Mail

Staff name: _____ Date (DD/MM/YYYY):

Notes: _____

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