

Notification of Withdrawal

For students who have commenced study

To notify a withdrawal of enrolment please complete this form and return it to the International Education Division.

Department of Education and Training
International Education Division
GPO Box 4367
Melbourne VIC 3001 Australia

Tel: +61 3 9637 2990
Fax: +61 3 9637 2184
Email: international@edumail.vic.gov.au
Web: www.study.vic.gov.au



How to complete this form

- This form must be completed by a parent/legal guardian, authorised agent or student 18 years and over.
- Please complete all sections of this form.
- Please use ONLY black or blue ink.
- Please complete this form in English only.
- Please scan your completed form, **along with supporting documents**, and email to: international@edumail.vic.gov.au
- For information about the International Education Division Refund Policy and Form, visit: <http://www.study.vic.gov.au/en/brochures-and-forms/Pages/default.aspx>

Section A - Student Details

Family name:

Given name:

Student ID Number:

Host school name:

Section B - Reason for Withdrawal

Refusal or cancellation of Visa
(copy of letter from DHA required)

Returning Home
(Please advise date of departure) ____ / ____ / ____

Transfer to another Australian educational institution AFTER completing 6 months or more of your course with the Department of Education and Training
(Copy of CoE and CAAW from new provider required)

Transfer to another Australian educational institution BEFORE completing 6 months of your course with the Department of Education and Training

(Copy of your letter of offer from new provider required)

Please advise reason for withdrawal

A release from enrolment will need to be processed by the International Education Division before another provider can issue a new CoE/CAAW.

When your new provider issues a CoE/CAAW, please send to the International Education Division.

Section C - Date of Withdrawal (Only complete if student has already commenced study at a Victorian government school)

Date of last day of attendance: ____ / ____ / 20____

Note: Withdrawal will not be processed unless a last day of attendance is provided

Parent/Legal Guardian:

I understand that on receipt of this form, the International Education Division will cancel the student's confirmation of enrolment (CoE) from the date of the student's last day of attendance at school. Please refer to welfare information below.

Name: _____ Signature: _____ Date: ____ / ____ / ____

Please turn over and complete page 2 of this form

Important information about welfare arrangements

- If you are withdrawing and returning home your welfare will end 7 days after the last date of attendance.
- If you are withdrawing and transferring to another provider your welfare will end 1 day before your new provider's welfare commences.
- If you are withdrawing and transferring to another provider but are returning home for holiday break, your welfare will end on the date of your departure, based on the departure date you have provided.

PARENT/AGENT: YOU MUST SUBMIT THIS FORM TO THE HOST SCHOOL FOR SIGNATURE

Section D - Checklist

Before submitting this form to IED please ensure all required fields have been completed and all requested evidence attached:

Principal Checklist:

- 1. Section B – Reason for withdrawal completed and all evidence has been provided.
- 2. Section C – Last date of attendance has been supplied.
- 3. School confirms form has been signed by Parent
- 4. Where a transfer to another institution applies:
CoE and CAAW from new provider confirming welfare dates (current welfare arrangements will cease 1 day before new welfare commences; there can be no gap in your welfare dates).
- And -
 If a student returns home before transferring to another provider, the school has sighted flight tickets for returning home and advised IED of the departure dates ____/____/_____
(DET welfare will cease from this date)

School Principal/Assistant Principal: (Commenced students only)

I _____, Principal of _____ acknowledge that the above student has requested a withdrawal of enrolment and all required evidence is attached.

Signature: _____ Date: ____/____/_____