

International Withdrawal &/or Transfer Enrolment Application Form

Important Information

This form applies to all students who seek to defer the commencement of their course of study at Collarts. It should be read in conjunction with the following policies:

- Deferral, Suspension and Cancellation of Enrolment Policy
- Admissions Policy for International Students
- International Student Transfer Between Registered Providers Policy
- Tuition Fee Refund for International Students Policy
- Grievance & Appeals Policy

International students on a student visa should be aware that cancelling their enrolment to withdraw from their course of study at Collarts may affect their student visa. Any changes to the enrolment as recorded in an international students Confirmation of Enrolment (CoE) will be reported to the Department of Home Affairs via PRISMS in accordance with the National Code 2018. To check the conditions of a student visa please visit the DHA website at <http://www.dha.gov.au/> or call 131 881.

The Application Process

A student wishing to voluntarily cancel their enrolment and withdraw from study at Collarts must submit this 'International Withdraw & Cancel Enrolment Application Form' form. Students are encouraged to seek an interview with the Student Progress Coordinator prior to lodging this form.

Collarts will assess and respond to all completed applications within ten working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. A longer time may be required during peak admission and enrolment times but the process will not exceed fifteen working days.

If successful in their application, Collarts will cancel the student's enrolment at Collarts but it is the student's responsibility to lodge an Application for Fee Refund in accordance with the Tuition Refund Policy and adhere to the timeframes for lodgement to avoid financial penalty.

Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with Collarts Policy and advise you of the outcome in writing within ten (10) working days.

An international student wishing to transfer from Collarts to another registered provider, prior to having completed six months of their course of study at Collarts, must submit this 'Application for a Letter of Release' and attach the following supporting documentation:

- a certified copy of their student visa; and
- a copy of the letter of offer from the registered provider to which they wish to transfer

Collarts will only consider an application complete for assessment if it has been signed and the above documentation attached.

If the application is denied, the student will be notified by email advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college Grievance & Appeals Policy which can be found at the Student Resources section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php> or in the Student Handbook on the college website.

Grounds for Refusal of a Release Letter

Collarts will refuse a letter of release on one or more of the following grounds:

- The student changed their mind about the course and/or studying at Collarts
- The student is downgrading to a qualification not offered at Collarts for reasons other than academic ability
- The student wants to live somewhere else (unless there are compassionate grounds)
- The student has unpaid tuition fees (or other charges)
- The transfer would be detrimental to the student's ability to complete the requirements of the new course of study
- The Government sponsor of a student does not consider the change to be in the student's best interest and will not provide written support for the change


Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to Student Services by one of the following means:

In person: To any Collarts campus reception or Student Services Office or by email: support@collarts.edu.au

Privacy Statement

Collarts is committed to the protection of privacy in accordance with the Privacy Act 1988. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT received by Collarts for assessment	
 Collarts	Date:
	Name:
Student Number:	

Please retain this cover sheet for your records

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PERSONAL DETAILS

First Name: _____ Last Name: _____

Student ID Number: _____ Contact Phone Number: _____

Program: _____

DETAILS OF CANCELLATION

Withdrawal Date:	Are You Transferring to Another Provider? <input type="radio"/> Yes <input type="radio"/> No
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Course Transfer Details (If Applicable)
Name of New Provider:
New Program:
Expected Commencement of New Program:
Supporting Documentation Provided: <input type="radio"/> Certified copy of your Visa <input type="radio"/> A copy of the Letter of Offer from

Please detail your reason/s for this request:

Do you require a Letter of Release? <input type="radio"/> Yes <input type="radio"/> No
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AUTHORISATION

- I declare that the information provided by me is true and correct. I have read and understood the information contained on this form, at the **International Student Transfer between Providers Policy** (if required), **International Tuition Fee Refund Policy & Deferral, Suspension and Cancellation of Enrolment Policy** as published in the Collarts Student Handbook.
- I understand that I will remain liable for all unit enrolment fees, as outlined on my Commonwealth Assistance Notice (CAN), if this form is not received by Collarts by the relevant trimester census date.
- I understand that this form is not an Application for Fee Refund Form and that if required, I will need to submit this separately.
- I understand that after I cancel my enrolment I will lose access to the MyCollarts &/or Canvas website, Student Portal & MyCollarts email.

Student Signature: _____ Date: _____

Program Leader Signature: _____ Date: _____

OFFICE USE ONLY

Staff Name:	<input type="radio"/> Approved	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
	<input type="radio"/> Declined		