

# Program Withdrawal FM 113C - 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. Students are generally not permitted to cancel their enrolment in order 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**

**Date of birth**

**Name**

**Agent Name** *(if applicable)*

**Mobile**

**Email**

**Postal address**

|                      |              |                |                 |
|----------------------|--------------|----------------|-----------------|
|                      |              |                |                 |
|                      |              |                |                 |
| <b>City / Suburb</b> | <b>State</b> | <b>Country</b> | <b>Postcode</b> |

**PROGRAM DETAILS**

**Program name/s**




**My Cancellation of enrolment is to take effect** *(please tick appropriate box)*  Immediately or  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 to manage your enrolment, training progress, and administration.

- Students are aware that their personal information may 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.
- Students agree that TAFE Queensland will use the email address supplied by the student as a point of contact for any information TAFE Queensland deems necessary.
- Students agree that TAFE Queensland will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
- Students agree that TAFE Queensland will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
- Student's personal information will not be disclosed to any other third party without their consent, unless authorised or required by law or TAFE Queensland deem such disclosure necessary to enable student welfare services be provided (e.g. hospitals, law enforcement agencies, court officers or other similar circumstances).
- Students must complete a Student Authority to Release Information form to enable the release of information to third parties (education agent not included).
- 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.

Personal information collected may also be disclosed to other third parties with your consent or as 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 your personal information has been collected, used, stored, or disclosed, please contact a TAFE Queensland Customer Service Centre or your teacher. For those students who require assistance in reading and understanding this Privacy Statement, please contact a TAFE Queensland Customer Service Centre prior to enrolling.

## Student Declaration

I understand that formal communications at TAFE Queensland are provided electronically and will be sent to my nominated email account.

- I understand that once I have submitted this form, the Department of Home Affairs - Immigration 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 hereby declare that I have read and understood the declaration.
- 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 - Immigration in regard to my student visa.

**Signature**  **Date**

**Please return completed forms to: [Admin.TQI@tafe.qld.edu.au](mailto:Admin.TQI@tafe.qld.edu.au) or to Regional International Administration.**

## Office use Only

**Date received**  Is the application completed with all required documentation?  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.*

### Comments:

### Further actions:

- |                                   |                          |  |                          |
|-----------------------------------|--------------------------|--|--------------------------|
| 1. Student record in SMS updated? | <input type="checkbox"/> | 4. Course Variation completed in PRISMS?   | <input type="checkbox"/> |
| 2. Studylink updated?             | <input type="checkbox"/> | 5. Student advised of completion of withdrawal?<br>(utilising the TMP 113 B email) | <input type="checkbox"/> |
| 3. Agent advised? (if applicable) | <input type="checkbox"/> |  |                          |

**Regional Officer Name**  **Date**