

WITHDRAWAL FORM

To be completed by students withdrawing from a module OR a program (Fill in Part B OR Part C).

All relevant fields **MUST** be filled out or this form will **NOT** be accepted. Further advice is provided on the back of this form.

INTERNATIONAL STUDENTS: To study at another Australian education provider, please complete the Request for Transfer form.

Part A – Personal Details

Student ID:	Student Name:	
Contact number:	Date of Birth:	
Email address:		
Where are you / have you been studying?	<input type="checkbox"/> SAIBT	<input type="checkbox"/> CELUSA
Are you a domestic or international student?	<input type="checkbox"/> Domestic	<input type="checkbox"/> International
Are you sponsored by your government? <input type="checkbox"/> No <input type="checkbox"/> Yes, sponsored by: _____		
If yes, you MUST have your sponsor's written approval to withdraw from a module or program.		

Part B – Withdrawal from Single Module (SAIBT ONLY)

Please complete this section if:

- You are an international student wishing to study less than your full time study load (may be 3 or 4 modules)
- It is after census (Thursday, Week 4) and you can no longer drop the subject in your student portal

Module Code	Module Name	Lecturer

Student Comments:

Part C – Withdrawal from Whole Program

Please complete this section if:

- You want to withdraw from your study (whole diploma or CELUSA program) and not return to study

Reason for Withdrawal:

From which date do you intend to withdraw?

Student Requirements:

- If a refund is required, you must complete a **Refund Request form**.
- If you are an international student on a student visa you must **leave the country within 28 days**. **Airline tickets showing proof of payment** must be presented as evidence with this form or it will not be processed.

Part D – Student Declaration

You will be notified of the outcome of your application by email within 2 weeks. If approved, you will be withdrawn from your module(s) and/or program in accordance with the information stated on the back of this form.

- ☐ I have read and understood the conditions of withdrawal from my module(s) and/or program as stated on this form and my enrolment advice.

Signed: _____

Date: _____

**Guardian to sign if student is under the age of 18*

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This form must be completed or it will NOT be accepted. You can lodge your form by the below methods:

In person: Student Services Centre Brookman Building City East Campus, UniSA North Tce, Adelaide	By post: GPO Box 2471 Adelaide SA 5001	By fax: +61 8 8302 1557	By email: SAIBT-SSC2@unisa.edu.au
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Withdrawal Grades – SAIBT Students ONLY

Depending on the time of your withdrawal your enrolment and grades may be affected as per below. For information on how this will affect your GPA please refer to <https://www.saibt.sa.edu.au/grading-system>

Withdraw Period	Enrolment Recorded	Grade on Transcript
Before end of Week 4	No	No subject or grade shown
After end of Week 4 to end of Week 10	Yes	W (Withdrawal)
After end of Week 10	Yes	WF (Withdrawal Fail)

Withdrawal Grades – CELUSA Students ONLY

Withdraw Period	Enrolment Recorded	Grade on Transcript
After first day of module	Yes	BW (Withdrawal)

Information / Conditions – Withdrawal from Course

- If you are a sponsored student you must have your sponsor's approval to withdraw from your program.
- If you are an International student on a Student Visa your COE will be cancelled and you must leave the country within 28 days. Please refer to the Department of Home Affairs (HA) for details on how this will affect you.
- This form is NOT used to transfer to another institution. Your COE will be cancelled and you will not be able to enrol at any other Australian institution. If you wish to transfer to another Australian institution, you must fill out a **Request to Transfer** form.
- If this program is part of a package offer, you will be breaking the requirements of your package by submitting this form and withdrawing from your program.
- If you choose to return to Australia again you will need to check with HA as to the status of your Student Visa.