

## GENERAL INFORMATION

This form should be used if you wish to formally withdraw from your course of enrolment. It is important that you discuss your course withdrawal with your department or program leader as there may be other options that exist before formally withdrawing.

Please complete, sign and date this form and submit at the Information Centre, Building A, Level 1, Melbourne (City) Campus or other relevant campus location. It is a requirement of any course withdrawal that your WAI ID card must be submitted with this form, prior to it being processed. Please refer to page 2 of this form for instructions and information about course withdrawal.

### SECTION A: CURRENT PERSONAL DETAILS

Student ID <small>(if issued)</small>	<input type="text"/>	Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title	<input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> DR	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Telephone (Home)	<input type="text"/>	Telephone (Mobile):	<input type="text"/>

Are you an international student?  YES\*  NO

Are you currently being sponsored by an organisation/employer to study?  YES  NO

#### \*International Student Responsibilities

Any change to personal details which appear on your passport (such as Change of Name) should also have been reported to the Department of Immigration and Citizenship (DIAC) as soon as possible after the date of that change. To comply with visa condition 8533, international students must: Advise William Angliss Institute within seven days of arrival in Australia of a current residential address and of any subsequent

### SECTION B: DETAILS OF CURRENT ENROLMENT

Course Code	<input type="text"/>
Course Title	<input type="text"/>
Campus:	<input type="checkbox"/> Melbourne (City) <input type="checkbox"/> Sydney <input type="checkbox"/> Lilydale <input type="checkbox"/> Other
Reason for Withdrawal (please select)	<input type="checkbox"/> Medical <input type="checkbox"/> Financial <input type="checkbox"/> Family <input type="checkbox"/> Employment <input type="checkbox"/> Course not suitable <input type="checkbox"/> Personal <input type="checkbox"/> Transfer to another WAI Course <input type="checkbox"/> Dissatisfaction with course/teaching <input type="checkbox"/> Enrolling at another institution (if so, please specify) _____

Withdrawal Date: I wish to withdrawal from my course effective from (please specify date) \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note: If no date is specified the date this form is received will be used as the effective date)

### SECTION D: DECLARATION BY STUDENT

I declare that the information I have provided is true and correct. I have checked my address via e-student and confirm the details are up to date. I have also attached my WAI student ID card and understand that if I formally withdraw from my course I will be liable for any fees and incur a debt at a subject level for any subject for which I withdraw after a census date.

Signature of Student  Date

#### Office use only (Received Date Stamp and any other comments)

	<h4>Office use only</h4> Processed by _____ Processed on ____/____/____ Forwarded to International Office <input type="checkbox"/> Yes <input type="checkbox"/> No ID card Returned <input type="checkbox"/> Yes <input type="checkbox"/> No
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## GENERAL INFORMATION – PLEASE READ BEFORE COMPLETING THIS FORM

Students contemplating a Course Withdrawal are encouraged to discuss this with a Program Leader or equivalent who may be able to advise on other course options. These could include Part Time Study (undertaking one or two units each semester) or applying for ‘leave of absence’ (time away from study up to one year).

Students who wish to reduce their subject load should complete “An Application for Variation of Enrolment” to delete a subject. Please don’t use the Application for Course Withdrawal to vary your enrolment as completing this form will result in you being withdrawn from the course and needing to be readmitted.

## STUDENT ID CARDS

Upon withdrawing from your course, it is important to note that your Student ID card will become invalid. Students MUST submitted their student ID card with this form to avoid any delays in processing this withdrawal.

## WITHDRAWAL (After Census date)

Students should be aware of the Census dates for each of the subjects they are enrolled and understand that should they withdraw from their course and subsequently withdraw from each of their enrolled units after a census date, they will remain liable for the fees incurred for that subject(s). Students should also be aware that an academic penalty (ie fail grade) may be applied for any subject where the student has withdrawn after an academic withdrawal date.

## REFUND

Student may be eligibility for a refund depending on the date they withdraw from the courses. Please refer to the below matrix

Refund Matrix

Student Cohort	WDR prior to Course Commencement	WDR prior to Census Date or Four weeks from Course commencement date	*WDR After Census date or Four weeks from Course commencement date
<b>Higher Education Students</b> (Full Fee)	Full refund of Tuition fee and Student Amenities Fee	Full refund of Tuition fees	No refund of: Tuition fees Student Amenities Fee
<b>Diploma and Advanced Diploma</b> (Government Funded and Full Fee)	Full refund of Tuition fee and Student Amenities Fee	Full refund of Tuition fees No refund of Materials Fees/Student Amenities Fee	No refund of: Tuition fees Materials Fees Student Amenities Fee
<b>Certificate level</b> (Government Funded and Full Fee)	Full refund of Tuition fee and Student Amenities Fee	Full refund of Tuition fees No refund of: Materials Fees/Student Amenities Fee	No refund of: Tuition fees Materials Fees Student Amenities Fee
<b>On shore International Students</b>	<i>As per International students Refunds Policy</i>		
<b>Sponsored Students</b>	Full refund of Tuition fee and Student Amenities Fee	Full refund of Tuition fees No refund of Materials Fees No Refund of Student Amenities Fee	No refund of: Tuition fees Materials Fees Student Amenities Fee
<b>All short courses</b>	Full refund if cancellation advised 5 days prior to Training Commencement 50% refund if cancellation advised within 5 working days of Training Commencement No refund After training Commencement		

## INFORMATION FOR INTERNATIONAL STUDENTS

Withdrawing from your course will affect your student visa. Once your Course Withdrawal is approved and notified in accordance with Standard 13 of the ESOS Act (2000), your Confirmation of Enrolment will be cancelled. It is strongly suggested that you contact the Department of Immigration and Border Protection (DIBP) for visa information before submitting this form. Contact DIBP by telephone on 131 881 or at [immi.gov.au](http://immi.gov.au)

The Institute MUST notify Department of Immigration and Border Protection (DIBP) via PRISMS, as required, under section 19 of the ESOS Act 2000 and Standard 13.3b of the National Code 2007, where a student takes leave of absence, has their course suspended or withdraws from their courses. DIBP is notified electronically of your decision. Once reported, you have 28 days to approach DIBP. If you fail to approach DIBP your visa may be cancelled. If your visa is cancelled your status will be considered unlawful and this may affect future visa applications. It is your responsibility to confirm with DIBP your intentions after leaving William Angliss Institute.

Further advice can be provided by International Office by telephoning 03 9606 2169 or emailing [international@angliss.edu.au](mailto:international@angliss.edu.au)