Important:

- All students complete Section 1. Then complete either section 2 or section 3, not both. Complete Section 3 if you have compassionate or compelling reasons to keep your CoE and visa active during your period of non-study.
- Discuss your intent to withdraw from courses or a program with faculty/school staff prior to withdrawal.
- Understand the impact of dropping courses (potentially resulting in a grade of K depending on the timing i.e. after 30 April for Semester 1 and 30 September for Semester 2) vs not dropping (which will result in overall grade from completed assessments).
- Understand how the withdrawal can impact program planning should you decide to resume your studies in a subsequent semester. Consult your faculty/school if you need further advice.
- It is your responsibility to manage your enrolment, including dropping courses if required.
- Contact the Department of Immigration and Border Protection (DIBP) for advice regarding how a withdrawal or interruption may affect your student visa status.
- Applications should be submitted in person or posted to: The Student Centre, The University of Queensland, QLD, 4072 or scanned to: uqvisaofficer@uq.edu.au

### 1. Personal Details

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<tr>
<th>Student number</th>
<th>Passport number</th>
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<th>Name</th>
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<th>Program</th>
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### 2. Withdrawal – CoE to be cancelled

**Please complete this section if you are applying to withdraw from your program.**

When you apply to withdraw from your program your CoE will be cancelled and the university will notify DIBP that you have ceased your studies. If you are already in Australia holding a student visa and withdraw from your program you must leave Australia, obtain enrolment in an alternative course or apply for a different visa within 28 days of cessation. If you choose to leave Australia your student visa will be subject to cancellation.

If you would like to return to your program as a student visa holder following a withdrawal please submit the ‘Application to Extend Studies and for new CoE’ to your Faculty/School.

*If you are applying to interrupt your studies for compassionate or compelling circumstances, and can provide sufficient supporting documentation, please complete section 3 instead – your CoE and visa may be able to remain active.*

**Reason for withdrawal:**

- [ ] Did not meet UQ’s English language entry requirements
- [ ] Unable to obtain a student visa (must provide evidence)
- [ ] Medical reasons (if you are a current student applying to interrupt your program for medical reasons please see section 3)
- [ ] Transferring to another university
- [ ] I am in the first 6 months of my program at UQ and require a Letter of Release to transfer to a different provider in Australia *(please provide a copy of the offer letter from the other institution)*

**Other:**
3. Interruption – CoE and visa will remain active on compassionate or compelling circumstances

Please complete this section if you are applying to interrupt your program for compassionate or compelling circumstances, have attached supporting documentation and intend to return to the program as soon as you are able. If approved, your CoE and visa will remain active.

Interruptions to your study can only be approved in compassionate or compelling circumstances and are assessed on a case by case basis (www.uq.edu.au/myadvisor/interrupting-studies). Compassionate or compelling circumstances could include serious illness or injury, death of a close family member, major political upheaval or natural disaster in your home country, a traumatic experience that has impacted on your studies, and unavailability of units. Applications to interrupt your studies must be submitted with supporting documentation. If you have not provided sufficient supporting documentation which demonstrates compassionate or compelling circumstances your request will be treated as a withdrawal and your CoE will be cancelled. If your request to interrupt your studies is approved your CoE will be ‘suspended’ rather than cancelled. You may be permitted to remain in Australia during this period of interruption, however, this is at the discretion of DIBP. When you would like to return to your program as a student visa holder following a withdrawal, please email the visa officer (uqvisaofficer@uq.edu.au).

PLEASE NOTE: This interruption request is assessed in terms of your student visa in accordance with guidelines set by DIBP. Please contact your Faculty/School to discuss an interruption to your program from an academic point of view.

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<th>Interruption from</th>
<th>Return date</th>
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<tr>
<td>Reason for interruption</td>
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<tr>
<td>Supporting documentation MUST be attached to this application</td>
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Please indicate where you will reside for the majority of the period of interruption:
- [ ] Onshore (Australia)
- [ ] Offshore (overseas)
- [ ] Unsure

4. Refund (if applicable)

- [ ] I have attached a completed refund request form found at www.uq.edu.au/myadvisor/forms/refunds/fees-refund.pdf
- [ ] I have read and understood the University’s international student refund procedures found at http://ppl.app.uq.edu.au/content/3.40.03-international-student-refunds

Or

- [ ] I request any refundable tuition fees to be held in credit by the University until my return.

Note: If you are in your first semester of study, and wish to be considered for a full refund with waiver of administrative fees, you must supply supporting third party documentation (original or certified copy)

5. Declaration

- I declare that the information supplied on this form and in accompanying documents and statements is complete and correct to the best of my knowledge
- I understand that giving false or misleading information is a serious offence under the Criminal Code
- I understand that withdrawing or interrupting my studies may affect my student visa

Applicant’s signature: ___________________________ Date: __________________

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application to withdraw from the nominated courses. Under Standard 13 of the National Code, once an international student (on a student visa) has enrolled in a program, the University must not allow them to defer commencement of their studies or suspend their studies except on medical grounds, evidenced by a doctor’s certificate, or other exceptional compassionate circumstances beyond the control of the student. The University is required to report students who withdraw from their studies to the Department of Immigration and Border Protection (DIBP). Otherwise, the information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information, please consult the UQ Privacy Management Policy at: http://ppl.app.uq.edu.au/content/1.60.02-privacy-management.