

Under Section 38 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 Multicultural and Indigenous Affairs (DIMIA).<sup>1</sup>

This application is for use by commencing and continuing international students applying to withdraw from their program of study **before census date**. If you are seeking approval to interrupt your studies for any reason please complete this form and attach relevant documentary evidence e.g. a doctor's certificate. **Please ensure you cancel your enrolment using mySI-net by the census date 31 March (semester one) or 31 August (semester two).**

**If you want to apply for removal of financial liability after the semester's census date due to special circumstances you can obtain the guidelines and application form at:**

<http://www.uq.edu.au/myadvisor/index.html?page=2947>

**Important Note:**

- All sections of this form must be completed and appended with supporting documentation. **Original documents or certified copies of original supporting documentation must be supplied.**
- Please refer to the *Fee Refund Guidelines for International Students* at <http://www.uq.edu.au/myadvisor/docs/international-refunds.pdf> for information on eligibility requirements and the application process.
- Print clearly, using a black or blue ballpoint pen.
- Make sure you have signed the application form. Unsigned applications will not be processed.
- Applications should be sent to: The Student Centre, The University of Queensland, QLD, 4072.

1. Personal details	
UQ student number (not user name)	<input type="text"/>
Family name	<input type="text"/>
Given names	<input type="text"/>
Telephone number	<input type="text"/>
Mobile telephone number	<input type="text"/>
Mailing address	<input type="text"/>
Email address	<input type="text"/>
Passport No:	Type of Visa:
Commencement date:	
Program (eg Bachelor of Arts)	<input type="text"/>

<sup>1</sup> Last updated 09 November 2005

## 2. Reason for withdrawal – please tick the relevant box

<input type="checkbox"/> Did not meet UQ's English Language Entry Requirements.	<input type="checkbox"/> Unable to obtain a student visa.
<input type="checkbox"/> Transferring to another University (please provide copy of the offer letter from the other institution).	<input type="checkbox"/> Medical reasons (doctor's certificate must be attached)
<input type="checkbox"/> Personal reasons (Please provide details - see note below for documentation that needs to be provided):	

**NOTE: If your reason for withdrawing from your studies is due to special circumstances, please provide a statement explaining the details of your case, if more space is required attach a separate letter. You must supply supporting third party documentation, either the original documents or certified copies of original supporting documentation, if you are to be considered for a refund.**

## 3. Further information required to process your request

I require a letter of release to transfer to another provider      YES     NO

Do you intend to leave Australia      YES     NO       If yes on what date:    /    /

Do you expect to return to UQ to study?    YES     NO       If yes on what date:    /    /

## 4. Refunds

I request a refund of my tuition fees to be transferred electronically to my bank account in Australia or overseas

Bank name: \_\_\_\_\_ Bank branch: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Branch BSB if local: \_\_\_\_\_ International SWIFT Code if overseas: \_\_\_\_\_

Name of Account holder (exact): \_\_\_\_\_ Account number: \_\_\_\_\_

I request my tuition fees to be held in credit by the University until my return.

## 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.
- Further, I understand that giving false or misleading information is a serious offence under the *Criminal Code*.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: Unsigned applications or those without required supporting original or certified documentation will not be processed.**

Office Use Only:

Enrolment cancelled on SI-net \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Initials) \_\_\_\_\_

Supporting documents attached \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Initials) \_\_\_\_\_

cc to Visa Officer, IAS \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Refunds Officer, IAS \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

MPhil or PhD students cc to RHD \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_      15/11/2005