



REQUEST TO WITHDRAW FROM UNE / ELC COURSE

PERSONAL DETAILS

Student number: _____

Date of birth: ____ / ____ / ____

Surname: _____

Title: Ms / Miss / Mrs / Mr /
Dr

Given name(s): _____

UNE Email: _____

Personal Email: _____

Phone (home): _____

Phone (mobile): _____

Mailing address: _____

Suburb: _____

City: _____

Postcode: _____

Country: _____

INFORMATION REQUIRED

I am currently enrolled in: _____

(English Language, Bachelor, Master, PhD)

I want to withdraw at: ☐ End of teaching period ☐ Date this document was signed ☐ Date _____

My reason/s for withdrawing from the course is/are:

☐ Too far behind in my studies

☐ Transfer to another academic provider

☐ Health issues

☐ Low academic results

☐ Personal problems

☐ Obtain employment

☐ Loss of interest in the course

☐ Inadequate support services

☐ Financial

Please provide a brief explanation for withdrawing: _____

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BANK ACCOUNT DETAILS

Please provide bank account details into which any refund monies owing to you are to be deposited.

Australian Bank details:

Name of Bank: _____

Name of bank account: _____

BSB: _____ Account number: _____

Email address for remittance advice: _____

Credit card details:

Card type: ☐ Mastercard ☐ Visa Name on card: _____

Card number: _____ Expiry date: ____ / ____ / ____

Overseas Bank details:

Beneficiary name: _____

Beneficiary address (PO Box not an acceptable form of address):

Street address: _____

Suburb/City: _____ State: _____

Country: _____ Postcode: _____

Name of Bank: _____

Name of bank account: _____

Bank account number: _____

Swift code: _____ IBAN: _____

Bank address:

Street address: _____

Suburb/City: _____ State: _____

Country: _____ Postcode: _____

Currency required: _____

Email address for remittance advice: _____

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DECLARATION

I understand that I will forfeit my place in this course if I withdraw and will be required to apply for re-admission if I wish to continue my studies at a later date. I understand that I will not be entitled to a refund of fees paid to the University of New England if this withdrawal form is lodged after the relevant census dates. I have read and understood the University of New England's Fee Payments and Refund terms located at Standard 3:

<http://www.une.edu.au/study/international/policies-and-rules/legislative-compliance-esos-and-national-code-2007>

As an international student I understand that I will not be entitled to a "Release letter" and that my Confirmation of Enrolment will be cancelled by the University of New England. I understand this may impact my student visa.

Student Signature: _____ **Date:** _____

UNIVERSITY APPROVALS

ELC: Director of Studies comments and recommendation:

☐ Withdrawal recommended

☐ ELC Refund granted

☐ Withdrawal **NOT** recommended

☐ ELC Refund **NOT** granted

(Forward to UNEI)

UNIVERSITY: Manager International Services & Compliance comments and decision:

Withdrawal: ☐ Approved ☐ Not Approved

UNEI Refund: ☐ Granted ☐ Not Granted

ACTION:

1. Manager International Services & Compliance to forward Outcome letter to student and TRIM all associated documentation.
2. Manager International Services & Compliance send cc of Outcome letter to following staff for action or information. Staff actioning to TRIM all associated documentation:
 - International Services Coordinator (cancellation of CoE and notification to Sponsor)
 - Director of Studies ELC
 - Senior Administrative Assistant ELC (action ELC Refund if approved and cancel any ELC enrolment)
 - Manager International Recruitments and Admissions (advise on UNE Refund if approved)
 - Student Accounts (action UNE Refund if approved)
 - Student Success (action cancellation of Callista enrolment)