



# REQUEST TO TO WITHDRAW/TRANSFER FORM UNE INTERNATIONAL

## Part A: Personal details

Student number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Full name: \_\_\_\_\_

Enrolled course: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Part B. Required information

Is this your first/commencing trimester of your course? ☐ Yes **OR** ☐ No

Have you completed six or more months in your principle course? ☐ Yes **OR** ☐ No

## Part C. Are you requesting a transfer between registered providers? (If not move to part D.)

☐ Yes **OR** ☐ No

- ☐ Letter which explains the reason(s) why I would like to transfer
- ☐ A copy of the offer letter provided by the institution I would like to transfer to
- ☐ Other attachments (if necessary for your circumstances): \_\_\_\_\_

Name of the Institution you would like to transfer to: \_\_\_\_\_

## Part D. Are you requesting a withdrawal for reasons other than to transfer to a registered provider?

☐ Yes **OR** ☐ No

Supporting documentation; you will need to supply documentation and evidence for any claims made in your statement for request to withdraw. After your submission of your request to withdraw form is made, additional supporting documentation may be requested.

- ☐ Letter which explains the reason(s) why I would like to withdraw
- ☐ Other attachments and documentation to support any statements or claims made to support my request to withdraw. \_\_\_\_\_

## Declaration

I acknowledge that I have read and understood the University of New England's International Student Transfer Rule and the terms located at <https://www.une.edu.au/current-students/support/international-students/legislative-compliance-esos-and-national-code>.

I understand that if my request is approved that, if I have one, my Confirmation of Enrolment (CoE) will be cancelled as I will no longer be a student of the University of New England.

I understand that a transfer between registered providers may have implications on my Student Visa, and if I have questions regarding my Student Visa I will contact the Department of Home Affairs (DHA) via <https://www.homeaffairs.gov.au/> or phone 131 881.

I acknowledge in the event of an approved withdrawal or student transfer that I have read and understood the University of New England Refund Policy and that the information supplied in this request to withdraw/release form is true and correct.

I understand that I am not entitled to a refund if any documentation or information submitted by me or on behalf as part of my application for admission (or at any part of the process) my student visa OR my refund request are, or later found to be fraudulent.



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**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This form will be actioned in accordance with the International Student Transfer Procedures, located at:*  
<https://policies.une.edu.au/view.current.php?id=00184>