

International Office Use Only
Received By:
Date:

REQUEST FOR WITHDRAWAL/RELEASE/DEFERRAL

This form is to be completed by students who wish to apply for Withdrawal, Release or Deferral from their course at TAFE SA. If a refund is required a Request for Refund of International Student Tuition Fees form will need to be completed.

If the course has already commenced, after completing Section A students must liaise with their Program Group to have Section B completed for deferrals. Once Sections A and B are completed, please return the form, together with your supporting documents, to TAFE South Australia, International Unit (tafesa.international@tafesa.edu.au) Supporting documents may include Visa Refusal Letter from the Department of Home Affairs, a Letter of Offer from the new education provider, medical documents. If seeking to exit early with a lower qualification, please complete the Request for Change of Course / Exit with a lower qualification form instead of this form.

Section A: Personal details

Full name:			
TAFE SA ID Number:		DOB	
Address:			
	Suburb:	State:	Postcode:
Email:			
Telephone:	Home:	Mobile:	
Course Name:			
Course Start Date:			
Last Date Attended Class:			

Is this course packaged with any other TAFE SA, or University course: Yes / No.

If yes, list all courses: _____

Principal course start date: _____.

I am Applying for:

Release – A release is required when a student intends to transfer to another education provider and the student is making the request whilst within the Restricted Transfer Period. If the Restricted Transfer Period has finished, tick Withdrawal.

Under the National Code, Standard 7, the Restricted Transfer Period finishes after the first 6 months of your principal (final) course. I confirm I have read the TAFE SA website and understand the circumstances in which a Release may be granted or refused:
<http://www.tafesa.edu.au/international/apply-international-student/int-policies-responsibilities/int-transfer-provider>

Withdrawal
 Withdrawal due to change in visa subclass
 Deferral

REASON FOR WITHDRAWAL/ RELEASE/ DEFERRAL (Please attach any supporting documents – all Releases must have a Letter of Offer from the new Education Provider)

I understand that, if seeking a deferral, the fees, course structure, location, delivery and offering of my course may change.

Student Signature:	Date:
If U'18 I as the parent/guardian of the above named student support and approve this transfer request: Yes/No	Date:
Parent/guardian name:	Signature:

Section B: Program Area Use Only – Deferral of student

PROGRAM AREAS COMMENTS / RECOMMENDATIONS

Recommended Recommencement Date after Deferral: _____

Will student still have a full time enrolment: Yes/No

If no, outline the situation below:

Lecturer Name:	Signature:	Date:
Position:		

Section C: International Office Use Only

INTERNATIONAL UNIT COMMENTS / RECOMMENDATIONS

Release / Withdrawal Granted Release / Withdrawal Refused Deferral Approved / Refused

Circumstance in which release was granted/released (as per the Admissions & Enrolment Policy)

_____ Date :
International Student Support Consultant

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Processed by:	Date processed:
<input type="checkbox"/> Release actioned in PRISMS (if required) <input type="checkbox"/> SIS Updated <input type="checkbox"/> Program Area notified (if after semester commencement)	<input type="checkbox"/> COE amended/ cancelled <input type="checkbox"/> File to Studylink <input type="checkbox"/> Refund form required