

Withdrawal and Release Form

PLEASE FILL IN ALL FIELDS ON THIS FORM

Note

- This form applies to students who wish to discontinue and withdraw their study in Australia or student visa holders who wish to transfer to another institution and
 - i) have completed the first 6 calendar months of their principal course and do not require a release from ACE.
 - ii) Or have not completed the first 6 calendar months of their principal course and require a release from ACE.
- **Principal Course:** *The principal course is the main course of study to be undertaken by an overseas student where the student visa has been issued for multiple courses and is usually the final course of study.*
- Allow up to 20 working days from lodgement of a full application to be assessed. Whilst an application is being reviewed students are expected to continue to attend and participate in all course activities.
- Students should not discontinue from studies until they have been advised of the decision.
- **Students under the age of 18** must provide written confirmation from their parent or legal guardian to approve the request to transfer to another education provider. Additionally, the institution you seek to transfer to must confirm in writing to ACE that they accept the responsibility for your support and general welfare arrangements and provide the start date for this arrangement to commence.
- The completed form and supporting evidence should be submitted to Student Support at your current campus or sent to admission@acecollege.edu.au

Supporting documentation:

For Release

- Offer Letter from another education provider (please **do not** accept this offer until you have been advised of the decision).
- Other (if any)

For Withdrawal

- Visa Copy
- Flight Itinerary
- Other (if any)

Student number:	Visa type and subclass:
Family name:	Given names:
Mobile:	Email:

Residential address:

Section B – Course Details

Course(s) you wish to withdraw/release from:

Section C – Changes in Study Conditions

Please select the most appropriate statement from below:

- Change in visa status or conditions (*go to section D only*)
- Leaving Australia permanently (*go to section D only*)
- Completed 6 months of principal course at ACE and transferred to another provider (*go to section D only*)
- Not Completed 6 months of principal course at ACE and transferring to another provider (*go to section E only*)
- Other (*go to section D only*)



Section D: Detail reason for your withdrawal request (Attached supporting documents)

Section E: Detail Reason for your release request (Attach supporting documentation)

Student Declaration

- I have read and understood the above note and relevant College policies.
- I declare that the information provided is true and complete.
- I acknowledge that the provision of incorrect information or the withholding of relevant information may delay the processing of my application.
- I understand that it is my responsibility to seek advice from relevant authorities including the Department of Home Affairs regarding the possible impacts to my visa.
- I agree to pay \$200 for withdrawal prior to finalization of the application.

Signature of student:

Date (dd/mm/yy):

If the student is under 18, the form is to also be signed by the parent/guardian:

Signature of parent/guardian:

Date (dd/mm/yy):

Office Use Only- Student Support

Date application received:

Date application received:

Application Outcome

Approved

Rejected

Data processed:

Processed by:

Remarks: