

# Withdrawal Form

## For students who wish to withdraw from International Student Program in Victorian Government Schools

To cancel your enrolment from the International Student Program please complete this form and return it to the Department of Education (DE), International Education Division (IED).

Department of Education  
International Education Division  
Level 28, 80 Collins Street  
Melbourne VIC 3001 Australia

Tel: +61 3 7022 1000  
Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)  
Web: [www.study.vic.gov.au](http://www.study.vic.gov.au)



### How to complete this form

- This form must be signed by a parent/legal guardian or student 18 years and over.
- For application withdrawals, complete Section A and B only.
- For commenced students, please complete all sections of this form except Section B.
- Please complete this form in English only.
- Please scan your completed form, along with supporting documents, and email to:  
**Prior to commencement:** [international@education.vic.gov.au](mailto:international@education.vic.gov.au)  
**Post commencement:** [international.school.support@education.vic.gov.au](mailto:international.school.support@education.vic.gov.au)
- For information about the International Education Division Refund Policy and Form, visit: <https://study.vic.gov.au/en/brochures-and-forms/Pages/BrochureForms.aspx>.

### Section A – Student Details

Family name:	Given name:
International Student ID Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Host school name:

### Section B – Withdrawal of application PRIOR to commencement of study

Please provide your reason for withdrawing this application

Refusal or cancellation of Visa  
(Copy of letter from DHA required)

Other, please specify:

### Parent/Legal Guardian/ Student over 18/ authorised agent:

I understand that on receipt of this form, the International Education Division will withdraw the student's application from the International Student Program.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Section C – Reason for Withdrawal if student has commenced study in a Victorian school

<input type="checkbox"/> Refusal or cancellation of Visa (Copy of letter from DHA required)	<input type="checkbox"/> Transfer to another Australian educational institution <b>BEFORE</b> completing 6 months of your course with the Department of Education (Copy of your letter of offer from new provider required) Please advise reason for withdrawal _____ _____ _____
<input type="checkbox"/> Returning Home Please advise date of departure: ____/____/____	
<input type="checkbox"/> Transfer to another Australian educational institution <b>AFTER</b> completing 6 months or more of your course with the Department of Education (Copy of CoE and CAAW from new provider required)	

A release from enrolment will need to be processed by the International Education Division before another provider can issue a new CoE/CAAW.  
When your new provider issues a CoE/CAAW, you must send this to the International Education Division.

**NOTE: if student is transferring to another CRICOS registered provider, Principal must sign section F of this form**

**Please turn over and complete page 2 of this form**

## Section D – Date of Withdrawal

(Only complete if student has already commenced study at a Victorian government school)

Date of last day of attendance: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Note: Withdrawal will not be processed unless a last day of attendance is provided.

## Important information about welfare arrangements

- If you are withdrawing and returning home your welfare will end 7 days after the last date of attendance.
- If you are withdrawing and transferring to another provider your welfare will continue until your new provider's welfare commences.
- If you are withdrawing and transferring to another provider but are returning home for holiday break, your welfare will end when you depart Australia, based on the departure date you have provided.

### Parent/Legal Guardian/ Student over 18:

I understand that on receipt of this form, the International Education Division will cancel the student's enrolment from the date of the student's last day of attendance at school. Please refer to the welfare information above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT/AGENT: YOU MUST SUBMIT THIS FORM TO THE HOST SCHOOL FOR SIGNATURE**

## Section E – Checklist (this section to be completed by the school only)

Before submitting this form to IED please ensure all required fields have been completed and all requested evidence attached:

### School Principal Checklist:

- Section C – Reason for withdrawal completed and all evidence has been provided.
- Section D – Last date of attendance has been supplied.
- School confirms form has been signed by parent/ legal guardian/ student over 18.
- Where a transfer to another institution applies:  
CoE and CAAW from new provider confirming welfare dates (current welfare arrangements will continue until new welfare commences; there can be no gap in the student's welfare dates).  
- And -  
If a student returns home, the school has sighted flight tickets for returning home and advised IED of the departure dates (add here): \_\_\_\_/\_\_\_\_/20\_\_\_\_

## Section F – School Principal/Assistant Principal Acknowledgement (Commenced students only)

I \_\_\_\_\_, Principal of \_\_\_\_\_  
acknowledge that the above student has requested a withdrawal of enrolment and all required evidence is attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Authorised

Linda Vaughan  
Executive Director, International Education Division

**Date of authorisation:** 18/11/2022. **Date last reviewed :** 13/01/2023

**Review frequency:** This form will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulatory change.