

## Withdrawal Form

- Burwood students:** please submit completed form to [dcoll-studentservices@deakin.edu.au](mailto:dcoll-studentservices@deakin.edu.au)  
**Geelong students:** please submit completed form to [dcoll-sasgeelong@deakin.edu.au](mailto:dcoll-sasgeelong@deakin.edu.au)
- Correspondence will be sent to your Deakin College email address. In the event that we need to contact you on your personal email or telephone, we will only do so using the details you have recorded via the Student Portal. Please ensure that your details are current. If they are not, please update them now by logging into the Student Portal and clicking on Student Profile.**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Deakin College ID: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

I am a student under 18 years of age

- Overseas Student Visa Holder
- Australian Citizen/Permanent Resident
- Temporary Resident

Reason for withdrawal:

- Applying to another institution
- Personal issues
- Financial issues
- (Local Student ONLY) No longer eligible for FEE-HELP

Other (please indicate): \_\_\_\_\_

Deakin College Student ID Card submitted  Yes  No

### WITHDRAWAL GUIDELINES

- The *Refund Policy* is effective from the date that this withdrawal is received by Deakin College. Students are referred to this policy for detailed information on penalties and refund calculations (<http://www.deakincollege.edu.au/policies-procedures>). If you are entitled to a refund, please also complete an *Application for Refund of Tuition Fees* form.
- FEE-HELP assistance students must withdraw before the census date, else the FEE-HELP debt will be incurred for that trimester. The census date for each trimester is the end of week four of that trimester.
- Overseas students remaining in Australia whilst not enrolled may be at risk of breaching visa condition 8202. Please contact the Department of Home Affairs ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)) (for information about how to comply with visa condition 8202 during any period of non-enrolment).
- For overseas students, Deakin College will advise the Department of Education and Training of your withdrawal. This will also alert Department of Home Affairs, which may have an implication on your student visa.
- For overseas students who wish to transfer to another provider in Australia, the *Application for Release Letter* should be submitted to Deakin College. *Withdrawal Form* should not be submitted until students have been advised of the outcome of the *Application for Release Letter*.
- Refer to the Enrolment, Fees and Charges Policy for academic penalties and Refund Policy for financial penalties
- The Board of Examiners will assess your results under the *Academic Progress Policy*. For overseas students, Deakin College may report to the Department of Education and Training and Home Affairs of your unsatisfactory academic progress.

I hereby declare that I have read and understood the above guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Parent or legal guardian must sign here if the student is under 18 years of age)*

**Office Use Only**

**Deakin College ID:** \_\_\_\_\_

**Step 1: Student Services**

Interview held with student

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

(Student of under 18 years of age ONLY) flight details back to home country provided

**Step 2: Quality and Compliance (International Students ONLY; for domestic students go directly to Step 3)**

Default Date (ESOS): \_\_\_\_\_

Deakin College CoE cancelled on: \_\_\_\_\_ By: \_\_\_\_\_

**Step 3: Student and Academic Services**

Status Changed: \_\_\_ / \_\_\_ / \_\_\_ Subjects Deleted: \_\_\_ / \_\_\_ / \_\_\_

Deakin Notified (Callista) : \_\_\_ / \_\_\_ / \_\_\_ Timetable: \_\_\_\_\_

Conditions Updated:  Yes  N/A

Progression Updated:  Yes  N/A

**Step 4: Student Finance**

Finance Record: \_\_\_ / \_\_\_ / \_\_\_ Refund Amount: \_\_\_\_\_  
(excluding bank fees)

No Funds to be held for future semester: \_\_\_\_\_

Refund Policy Applies: \_\_\_\_\_

Agent Notified: \_\_\_\_\_