



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
 - ✓ have completed the first 6 calendar months of their principal course and does not require a release from ATI.
 - ✓ Or have not completed the first 6 calendar months of their principal course and require a release from ATI.
- 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 by your 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 ATI 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 sso@atiaus.edu.au
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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 Details	
Student number:	Visa type and subclass:
Family name:	Given names:
Mobile:	Email:
Course Details	
Course(s) you wish to withdraw/release from:	



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 ATI and transferring to another provider (go to section D only)
- Not Completed 6 months of principal course at ATI and transferring to another provider (go to section E only)
- Other (go to section D only)

Detail reason for your withdrawal request (attach supporting documentation)

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 finalisation of the application.

Signature of student:

Date (dd/mm/yy):

Office Use Only – Student Support

Office Use Only – Student Support

Office Use Only – Student Support

Application outcome:

Approved Rejected

Date processed:

Processed by:

Further comments (if required):