

## Student Change of Enrolment Status Withdrawal/Cancellation Form

### Student to complete

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Current Course:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Future Enrolled Courses:** \_\_\_\_\_

**Current (NSW) Address:** \_\_\_\_\_

**Student <18:**  Yes  No

If yes, please circle which accommodation arrangement are you in:  
**Homestay / Unilodge / Urbanest / Other**

If yes, please circle what visa you are currently holding:  
**Student Visa / TR / PR**

**Email:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Please select one of the following reason below:**

- Academic difficulty
- Family issues
- Financial issues
- No show
- Reported for unsatisfactory attendance or course progress
- Others: Provide details/explanation in the written parental permission

**Please select supporting documents provided with your application below:**

(your application will **NOT** be processed if required documents are not provided; USPP students can email documents to [USFP@studygroup.com](mailto:USFP@studygroup.com))

- Air ticket (must)
- Written parental permission (must)
- Others (e.g. medical certificate)

**Student Declaration – I declare that:**

- The change of my enrolment status may affect my current visa.
- I am giving written consent to the University of Sydney and its partner providers to check my visa status and conditions on the Visa Entitlement Verification Online (VEVO) system provided by the Department of Home Affairs (DHA).

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Bursar/Associate Bursar on Ground Floor to complete

BID: \_\_\_\_\_

**Fees Paid:** \_\_\_\_\_ **Fees Due/Overdue:** \_\_\_\_\_

**Comments:**

**Bursar's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Accommodation Coordinator on Ground Floor to complete

**Living in Homestay/Student Accommodation:**  Yes  No (if yes, please complete below)

**Select one of the action below:**

- Completed homestay moved out procedure
- Completed student accommodation moved out procedure
- Others (please specify): \_\_\_\_\_

Student Move out date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Student Flying out date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The guardian was informed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The parents was informed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Accommodation Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/DoS to complete**

Attendance: Satisfactory  Unsatisfactory  ITR Issued  Date: \_\_\_\_\_  
 Academic Progress: Satisfactory  Unsatisfactory  ITR Issued  Date: \_\_\_\_\_

Do you support this student's application? Yes  No

**Withdrawal (e.g. returning home)**

- Air ticket sighted, flying out on \_\_\_\_\_
- Written parental permission

**Cancellation (e.g. no show/reported)**

- Emailed at risk notification - Date: \_\_\_\_\_
- Contact Student - Date: \_\_\_\_\_
- Contact Parent - Date: \_\_\_\_\_
- Contact Agent - Date: \_\_\_\_\_
- Police Informed - Date: \_\_\_\_\_

If USFP, has the Maths & English list been updated?  
 Yes  No

If High School, is the student an April enrolment?  
 Yes  No

**Comments:**

Last College Day: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Dean's Signature : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Principal/Deputy Principal/Dean/DoS to complete**

Has the student attended 6 months of academic course? Yes  No   
 Are there exceptional circumstances? Yes  No   
 Refund due? As per refund policy  Other

**Comments:**

Application approved? Yes  No

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE USE ONLY**

Office Staff	Comment	Signature	Date
Library	Books Returned/	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Fines Paid	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bursar or Asst. Bursar	Locker tidy and returned	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	SG fees reallocation	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Administration	Reported on PRISMS	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	(if under 18) end CAAW on PRISMS	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Notified student re: enrolment status	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Notified USyd re: enrolment status	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	(<18) Notified DHA re: enrolment status	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Confirm on VEVO student is offshore as per flight details	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Email SSS to remove student from attendance list	Yes <input type="checkbox"/> No <input type="checkbox"/>	
(if under 18) Confirmed with SSS that student is with parents	Yes <input type="checkbox"/> No <input type="checkbox"/>		