



The University of Sydney Preparation Programs

# CHANGE OF ENROLMENT Withdrawal Form

<b>Student to complete</b>	
Family name (as shown in the passport):	
Given name(s) (as shown in the passport):	
Student number:	<b>Student under 18:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate below: - your current accommodation arrangement: Homestay <input type="checkbox"/> Unilodge <input type="checkbox"/> Urbanest <input type="checkbox"/> Other <input type="checkbox"/> - your current visa type: Student visa <input type="checkbox"/> Temporary resident <input type="checkbox"/> Permanent resident <input type="checkbox"/>
Date of birth:	
Email address:	
Mobile phone:	
Current (NSW) address:	
Current Course:	
Packaged university degree:	
<b>Please select one of the following reasons for your withdrawal:</b> <input type="checkbox"/> Academic difficulty <input type="checkbox"/> Family issues <input type="checkbox"/> Financial issues <input type="checkbox"/> Medical/health <input type="checkbox"/> Other (Provide details in the written parental permission):	
<b>I have provided the following supporting documents* with my application:</b> <input type="checkbox"/> Air ticket (required for student visa holders who are not changing to a different provider and who are leaving the country) <input type="checkbox"/> Written parental/guardian permission (required for students under 18 years old) <input type="checkbox"/> Other (e.g. medical certificate if applicable)	
<i>* Your application will <b>NOT</b> be processed if required documents are not provided. Documents can be emailed to <a href="mailto:studenthelp@studygroup.com">studenthelp@studygroup.com</a></i>	
<b>Student declaration</b>	
<input type="checkbox"/> I understand that the withdrawal from enrolment may affect my current visa. <input type="checkbox"/> I am giving written consent to the University of Sydney and the College to check my visa status and conditions in VEVO, the Visa Entitlement Verification Online system provided by the Department of Home Affairs (DHA).	
Student's signature _____	Date: _____

OFFICE USE ONLY					
Bursar/Associate Bursar to complete			BID:		
Fees paid:		Fees due/overdue:			
Comments:					
Bursar's signature _____			Date: _____		
Accommodation Coordinator to complete					
Student living in Homestay/Student accommodation: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete below.					
<input type="checkbox"/> Completed homestay move-out procedure		Student move out date: ____ / ____ / ____			
<input type="checkbox"/> Completed student accommodation move-out procedure		Student flying out date: ____ / ____ / ____			
<input type="checkbox"/> Others (please specify): _____		If student under 18: Caregiver was informed on: ____ / ____ / ____ Parents/legal guardians were informed on: ____ / ____ / ____			
Accommodation Coordinator signature: _____			Date: _____		
Assistant Director Student Experience to complete					
Attendance:		Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	NEC issued <input type="checkbox"/>	Date: _____
Academic progress:		Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	NEC issued <input type="checkbox"/>	Date: _____
Do you support this student's application? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<input type="checkbox"/> Withdrawal (e.g. returning home)					
Tick the following when received:			Tick the following as applicable:		
<input type="checkbox"/> Air ticket (sighted) - flying out on:			<input type="checkbox"/> Email at risk notification Date: _____		
<input type="checkbox"/> Written parental permission			<input type="checkbox"/> Contact student Date: _____		
Maths and English lists updated:			<input type="checkbox"/> Contact parent/legal guardian Date: _____		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Contact agent Date: _____		
			<input type="checkbox"/> Police informed Date: _____		
Comments:					
Last day at the College: ____ / ____ / ____					
Assistant Director Student Experience signature: _____			Date: ____ / ____ / ____		
Withdrawal to take effect on: ____ / ____ / ____					
College Director to complete					
Has the student attended 6 months of the principal academic course?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there exceptional circumstances?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Refund due?				As per refund policy <input type="checkbox"/>	No <input type="checkbox"/>
Comments:					
Application approved: Yes <input type="checkbox"/> No <input type="checkbox"/>					
College Director'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"/>		

<b>Bursar/ Assistant Bursar</b>	Locker tidy and lock returned	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	SGA fees reallocation	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Administration</b>	If Under 18, Confirmed on VEVO student is offshore as per flight details	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	(If under 18) Notified DHA re: enrolment status	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	(If under 18) CAAW cancelled if VEVO shows offshore	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	(If under 18) Confirmed with Student Support Team that student is with parents/legal guardians.	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Reported on PRISMS through SCV	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"/>		
	Confirmed on VEVO student is offshore as per flight details	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Emailed Student Support Team to remove student from attendance list	Yes <input type="checkbox"/>	No <input type="checkbox"/>			