



Application for Withdrawal/Discontinuation

- No request will be processed until this form is fully completed.
- No request will be processed if there is overdue fees.
- Student must submit this form along with any supporting documentation
- Student will receive outcome in writing within 14 days of receiving completed form

Section 1 : Personal Details

Name		Student ID	
Address			
Suburb		Post Code	Country
Email		Mobile	
Current Course			

Section 2: Request details – I wish to withdraw/continue from the following course/s:

Course Name/s:

Section 3: Reason for Withdrawal/Discontinuation

<input type="checkbox"/> Complete course early	<input type="checkbox"/> Visa refused (evidence of visa refusal attached)
<input type="checkbox"/> Transfer to another course at UTI	<input type="checkbox"/> Change of visa subclass (evidence of visa attached)
<input type="checkbox"/> Course cancelled	<input type="checkbox"/> Personal/family reason (evidence of medicals, travel, etc)
<input type="checkbox"/> Transfer to another education provider (evidence of Offer Letter/CoE attached)	<input type="checkbox"/> Leaving Australia permanently
<input type="checkbox"/> Other (please specify)	

Section 4: Student Declaration

I, _____ (Applicant) hereby declare that the information contained in this application is true. The choice to withdraw/discontinue from studies is mine and I understand that UTI will report to DHA via PRISMS.

Signature		Date	
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Section 5: No Dues-To be completed by UTI Accounts team only

DEPARTMENT	DUE – AMOUNT/DATE	NO DUE	SIGNATURE
ACCOUNTS			

Section 6 : Office Use Only

Form Received By		Form Received Date	
Staff Approval Signature		Approval Date	
Application Outcome : <input type="checkbox"/> Approved <input type="checkbox"/> Declined	Student advised by: <input type="checkbox"/> Email <input type="checkbox"/> Phone		
Update PRISMS: <input type="checkbox"/> Yes <input type="checkbox"/> No	Update SMS: <input type="checkbox"/> Yes <input type="checkbox"/> No		