Withdrawal Request Form (International Education)

If you are withdrawing due to visa refusal or due to exceptional circumstances, please attach evidence to this form.

# Section 1 – Student Details

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| **Family Name:** |
| **Given Name:** |
| **Date of Birth:** |
| **TasTAFE Student ID:** |
| **Mobile:** |
| **Address:** |
| **Email:** |

# Section 2 – Withdrawal Course Information

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| **Course Name:** |
| **Course Code:** |
| **Campus:** |
| **Local Offering (Cal-Occ Code) (*Office use*):** |
| **Last Study Date:** |
| **I wish to apply for a withdrawal because I am (please tick one and provide reason):**   * **Discontinuing my studies** * **Transferring to another Training Provider** |
| **Were you satisfied with the course?**  **Yes**  **No, why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Did the teachers demonstrate knowledge and expertise in the subject area?**  **Yes**  **No, why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Was your course well structured?**  **Yes**  **No, why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Were the materials and resources provided up to your standard?**  **Yes**  **No, why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **How would you rate your experience at TasTAFE (1 poor, and 5 excellent)?**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Do you feel you received overall value for money for your enrolment?**  **Yes**  **No, why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Additional comments:** |

# Section 3 – Request for Release

When withdrawing to attend another education provider, a release is required for students who have not completed six months of their principal course.

The principal course is defined as the highest qualification for which you have been issued a Confirmation of Enrolment (CoE).

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| **Are you withdrawing to attend another education provider? If yes, you must complete a Release Request Form:**  **Yes**  **No** |
| **If your Release is not approved do you still wish to proceed with this withdrawal?**  **Yes**  **No** |

# Section 4 – Refund Information

For information regarding your eligibility for a refund, please visit TasTAFE Withdrawal and Refund Policy (International Education).

Please provide your bank details clearly in BLOCK letters. Ensure accuracy and legibility, as any missing, unclear, or incorrect information may result in potential delays or loss of funds during the refund process.

*Note: TasTAFE will issue the refund to the designated account provided. TasTAFE is not liable for any loss of funds or delays if a third-party account is nominated to receive your refund.*

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| **Bank Name:** |
| **Account Name:** |
| **BSB Number (Australia bank):** |
| **SWIFT code (overseas bank):** |
| **Account number:** |
| **IFSC Code (India only):** |
| **Bank Address:** |
| **Does the account nominated accept transfers in Australian Dollars?**  **Yes**  **No (If no, please specify currency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |

# Section 5 – Student Declaration

* I authorise TasTAFE to refund the fees to the bank account nominated in Section 4.
* I understand the risks associated with nominating a third-party account and I take full responsibility of any monies lost if I choose to nominate a third-party account to receive my refund.
* I understand that TasTAFE will refund the fees in Australian dollars (AUD) and is not responsible for any monies lost due to currency exchange rates and transaction fees charged by the banks.
* I understand that this refund application will be assessed as per the Refund Policy in the TasTAFE terms and conditions that I had signed at the time of my application to study at TasTAFE.
* I declare that all the information provided on this form is accurate and complete.
* I understand that providing inaccurate information or withholding relevant details may delay the processing of my application.

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| **Student Name:** |
| **Student Signature:** |
| **Date (DD/MM/YYYY):** |

# Section 6 – Office Use Only

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| **Approved** **Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TasTAFE International Delegated Officer** |
| **Position:** |
| **Name:** |
| **Signature:** |
| **Date (DD/MM/YYYY):** |

Record Number: DOC/24/154158