

Withdrawal and Release Form

PLEASE FILL IN ALL FIELDS ON THIS FORM

This form applies to students who wish to withdraw and or be released from 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 Reach Community College.
- Or have not completed the first 6 calendar months of their principal course and require a release from Reach Community College.

Principal Course:

The principal course is the main course of study to be undertaken by an international 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.
- Students should not discontinue from studies until they have been advised of the application outcome.

Students Under 18:

- **Students under the age of 18** must provide written confirmation by their parent or legal guardian to approve the request to transfer to another education provider. Additionally, the institution they seek to transfer to must confirm in writing to Reach Community College that they accept the responsibility for the students support and general welfare arrangements and provide the start date for this arrangement to commence.
- The completed form and supporting evidence should be submitted via the Student Application Portal <<https://applications.reachcollege.edu.au/>> and emailed to Student Support at studentsupport@reachcollege.edu.au.

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)

Section A – Student Details	
Student Number:	Visa Type and Subclass:
Family Name:	Given Name:
Mobile:	Email:
Residential Address:	

Section B – Course Details

Course/s you wish to withdraw/be released from:

Section C – Change 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 Reach Community College and transferring to another provider (*go to section D only*)
- ☐ Not Completed 6 months of principal course at Reach Community College and transferring to another provider (*go to section E only*)
- ☐ Other (*go to section D only*)

Section D – Detailed reason for your Withdrawal Request (attach supporting documentation)

Section E – Detailed reason for your Withdrawal 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 accurate and the form is fully completed.
- 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)

If the student is under 18, the form is also to be signed by the parent/guardian

Signature of Parent/Guardian:

Date (dd/mm/yy)

Office Use Only – Student Support	
Date Application Received:	Received by:
Application Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Date processed:	Processed by:
Further comments (if required):	