

International Students - Application for Transfer or Withdrawal Form

| STUDENT DETAILS (Student to complete) | | | |
|--|--|----------------------|--|
| First Name: | | | |
| Last Name: | | | |
| Date of Birth: | | Student ID | |
| Current Address | | | |
| Email address | | Mobile Number | |
| Course transfer / withdrawal details | Course(s) currently enrolled into: | | |
| | Subsequent course(s): | | |
| | Subsequent provider: | | |
| Reason for transfer / withdrawal | | | |
| <p>For Withdrawals, please note: If you intend to withdraw from your course due to permanently returning to your home country, changing to a different visa subclass or other reason, please make an appointment for a formal meeting to discuss your circumstance with the General Manager.</p> | | | |
| Please attach to this application: | <input type="checkbox"/> For withdrawals due to visa refusals, a copy of the letter from Department of Home Affairs on visa decision; and <input type="checkbox"/> For withdrawals due to medical reason, a signed letter from a certified doctor on clinic letterhead. | | |

Please Note:

- Transferring from your course will result in cancellation of your CoE and this may affect your student visa.
- You should attach all the necessary supporting documents to validate your reason. Any delay in providing evidence could cause a delay in providing an outcome to this Application.
- If you are withdrawing course due to change of provider, you should attach an offer letter from your new provider.
- Letter of release will be issued only under certain circumstances as per the DNA Kingston International Student Transfer Policy.
- If there is any refund request, Refund application form should be submitted along with this form.

Student signature: _____

Date: _____

Receiving officer signature: _____

Date: _____