



WESLEY COLLEGE

MELBOURNE AUSTRALIA - SINCE 1866

WESLEY COLLEGE MELBOURNE

APPLICATION FORM FOR RELEASE / TRANSFER / WITHDRAWAL OF AN INTERNATIONAL STUDENT

This form is to be used for International Students on a Student Visa 500 in accordance with the Deferment, Suspension and Cancellation Policy.

This form must be completed and returned to the Admissions Office **at least one-term in advance of the withdrawal date**. Please note where one Term's notice of withdrawal is NOT provided, a penalty equivalent to one terms tuition fees will apply as per the 'NOTICE OF WITHDRAWAL' in the '*Wesley College Fees and Expenses International Students*'.

Once you have typed the information in the Section 3 - 6, please print out the form and sign it. This application form will be accepted without the signature/s of parents detailed on the original application and in accordance with the Confirmation of Enrolment (CoE).

Please scan and email the form and all supporting documentation to admissions@wesleycollege.edu.au

Section 1 – Type of Application. Please tick the box relevant to your application (please tick one only).

Release: For students wishing to transfer to another provider before completing six calendar months of study at the College. Please attach:

- 1) a Letter of Offer from another education provider; and
- 2) For students under 18 years of age, written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements, where the student is not living with parent(s)/legal guardians or a suitable nominated relative.

Transfer: For students wishing to transfer to another education provider after completing six calendar months of study at the College, please tick this box and attach:

- 1) a Letter of Offer from another education provider; and
- 2) For students under 18 years of age, written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements, where the student is not living with parent(s)/legal guardians or a suitable nominated relative.

Withdrawal: If you wish to withdraw from Wesley College and return to your home country, please tick this box. Please note that the student's Confirmation of Enrolment (CoE) will be cancelled upon the College's approval of withdrawal.

Section 2 – Reasons of Your Application. Please tick one of the following and include detailed reasons in Section 6

<input type="checkbox"/> Compelling and Compassionate: You must provide evidence of compelling/compassionate circumstances with this application. This may be in the form of a medical certificate, a death certificate or a statutory declaration.
<input type="checkbox"/> Failed to meet entry requirements: You must provide evidence of failing to meet entry requirements with this application. This may be a report from a post-ELICOS AEAE test.
<input type="checkbox"/> Visa refusal: You must provide evidence of a visa refusal letter from the Immigration Department with this application.
<input type="checkbox"/> Other: Please specify reasons in Section 6

Section 3 – Student Details

Student ID	
Family Name	
Given Name(s)	
Date of Birth	
Mobile	
Email	
Name of new course provider	
Commencement date of new course	

Section 3 – Parent Details

Parent 1	
Parent 1: Family Name	
Parent 1: Given Name	
Mobile	
Email	
Parent 2: Family Name	
Parent 2	
Parent 2: Family Name	
Parent 2: Given Name	
Mobile	
Email	

Section 5 – Refund options. Please tick only ONE refund option below. Wesley College will remit the funds in AUD or local currency only.

<input type="checkbox"/> Refund to an overseas bank account	
Bank Name	
Bank Address	

(complete street address)	
BSB / Branch Code (if applicable)	
Swift Code	
Account Name	
Account Number	
Account Holder's Address (including country)	
IBAN Number (if applicable)	
IFSC Code (India only, if applicable)	
CNAPS (China only, if applicable)	
<input type="checkbox"/> Refund to an Australian bank account	
Bank Name	
BSB / Branch Code	
Account Number	
Account Name	

Section 6 – Your Personal Statement. This should clearly outline the reasons you are requesting to release or withdraw from Wesley College.

Section 7 – Declaration

We declare that the information provided by us is true. We have read and understood the information provided at the above sections. We agree to the International Refund Policy on the *Wesley College International Admissions and Enrolment*.

Signature of Parent 1	Date / /
Signature of Parent 2	Date / /