

General Information - Please read before completing this form

Students contemplating a Discontinuation of Enrolment are encouraged to discuss this with a college adviser. It may also be helpful to consult the Counselling Service or La Trobe International for international students.

Information for all students

Penalties
If you formally withdraw from a subject on or before the census date you will not incur a debt for that subject. You must check the academic withdrawal date (the date set by La Trobe University as the final day that a student can withdraw from a subject without incurring academic penalty – i.e. a recorded subject result) as these dates will differ to the census date. For more information, refer to your student diary or at latrobe.edu.au/calendar/all-students/census-dates
International students are also advised to review the International Refund Policy and International Student Fees advice below.

- If you submit a Discontinuation of Enrolment on or before the census date, you will not receive any academic or financial penalty.
- If you submit a Discontinuation of Enrolment after one third and before two thirds of the teaching period has passed, you will have a Withdrawn grade recorded against the subject(s) you enrolled in. 'Withdrawn' signifies that you have discontinued without failing the subject(s), and will incur a financial penalty.
- If you submit a discontinuation of enrolment after two thirds and before the teaching period ends, you will have a KN grade recorded against the subject(s) you enrolled in. 'KN' signifies that you have withdrawn from and failed the subject(s), and will incur a financial penalty.
- If the teaching period has concluded, the discontinuation cannot be processed until after the results release date.

Fee Refund

- Requests for Refund of Fees and Student Contributions must be made in writing to the University using the Application for Refund form. Application for Refund forms are available at your ASK La Trobe Help Zone and at latrobe.edu.au/students/fees/refunds
- In accordance with administrative requirements of the Higher Education Support Act (2003) (HESA) students must be informed, and give consent, to any overpayment in enrolment fees being used as credit against current and future liabilities with the University.
- Current and future liabilities are defined as monies outstanding to the University which may arise from library loans or fines, non payment of financial assistance loans, monies owing to commercial areas of the University such as, but not limited to, accommodation or child care services, or the student contribution fee.

Payment of Outstanding Fees/Charges

- All outstanding monies including student loans become due and payable from the date of discontinuation. The University will take action to recover any outstanding monies.
- Academic Transcripts or To Whom It May Concern Letters cannot be issued until all outstanding monies have been paid. This includes outstanding monies for, but not limited to, the Library, Children's Centre or Student Loans.

Progression

You cannot withdraw from a course to avoid an academic progress outcome.

Information for domestic students

If a student is still enrolled in one or more subjects after the census date, a financial liability will be incurred and will remain payable.

Information for International students

- Discontinuing from your enrolment will affect your student visa. Once your Discontinuation of Enrolment is approved and notified in accordance with Standard 9 of the National Code & Section 19 of the ESOS Act (2000) your Confirmation of Enrolment will be cancelled. It is strongly suggested that you contact the Department of Home Affairs (DHA) for visa information before submitting this form. Contact DHA by telephone on 131 881 or online at: <https://www.homeaffairs.gov.au/>.
- If you are aged under 18, on US financial aid or a sponsored student you must have authorisation from La Trobe International before submitting this form. If you have not completed six months of study in your principal program you must apply for a release letter from La Trobe International if you wish to undertake study at another education provider. You are generally not permitted to cancel your enrolment in order to undertake study at another education provider. All applications for release letters must be made prior to submitting this Discontinuation of Enrolment form.
- The university MUST notify Department of Home Affairs (DHA) via PRISMS, as required, under section 19 of the ESOS Act 2000 and Standard 9.5 of the National Code 2018 where a student's enrolment is deferred, temporarily suspended or cancelled. DHA is notified electronically of your decision. Once reported, you have 28 days to approach DHA. If you fail to approach DHA your visa may be cancelled. If your visa is cancelled your status will be considered unlawful and this may affect future visa applications. It is your responsibility to confirm with DHA your intentions after leaving La Trobe University.
- Further advice can be provided by La Trobe International (LTI) latrobe.edu.au/international

International Student Fee

- Before withdrawing from your course, you should discuss your intention with a course adviser or the La Trobe International team as other options may be available. You might also consider applying for a Leave of Absence. If seeking to transfer to another institution, you may be required to complete a Release Letter application. Further advice can be provided by La Trobe International.
- International students should note that their Discontinuation of Enrolment form will not be approved if they have outstanding debts.
- Enquiries regarding outstanding debts should be made at your local ASK La Trobe or Student Administration office (listed below).
- International Students, who withdraw in the first semester of their course after the commencement of their studies and before the close of business on the census date, will be refunded in accordance with the Schedule A - Refund entitlements which is available at <https://policies.latrobe.edu.au/document/view.php?id=369&version=1>
- In any subsequent semester or term, students who formally withdraw from a subject on or before the census date will not incur a debt for that subject.
- A financial liability will be incurred and will remain payable for all subjects you are enrolled in after the census date.
- Requests for refund of fees must be made as advised above for all students. See also Payment of Outstanding Fees, above. A copy of the Student fee procedure - International students refund can be obtained from La Trobe International (LTI), or at <https://policies.latrobe.edu.au/document/view.php?id=369&version=1>

Submit

To submit this form, please refer to latrobe.edu.au/students/forms/contact

International students: present this form to La Trobe International (LTI) latrobe.edu.au/students/international/support/locations

RECEIVED STAMP

DATA ENTERED STAMP
42w x 30h (mm)

BARCODE
89w x 28h (mm)

Section A: Personal Details

La Trobe Student Number

Phone Number

Family Name

Given Names

Are you an International Student? (please tick): Yes* No
 Are you a U.S. Financial Aid, Sponsored, or Under 18 Student (please tick) Yes No

(*International Students MUST have Section D completed by La Trobe International (LTI) prior to submitting this form)
 Note: If you hold a student visa discontinuing from your course will affect your visa.

Section B: Details of Current Enrolment

Faculty

Course Code

Course Title

Location

Reason for withdrawal (please select):

- Medical (WDMED) Financial (WDFIN) Employment (WDEMP) Dissatisfaction (WDDIS) Relocation (WDRELOC) Family (WDFAM) Personal (WDPERS)
 Enrolling at another institution (WDINST- if so, which one): _____ Other (please state): _____

Effective Date (Day/Month/Year)

Semester

Year

- I have attached my La Trobe University student ID card
 I authorise La Trobe University to credit any overpayment of fees against current and future liabilities
 I have checked my address on StudentOnLine and confirm the details are up to date
 I have discussed my decision with the college
 I am aware of potentially receiving WD or KN grade
 I have attached proof of enrolment at another institution

Section C: Student and College Declaration

Local Postal address (for Domestic Student) / Overseas address (for International Student)

Street Number & Name

Suburb

State

Post Code

Country

Signature of student

Date (Day/Month/Year)

College Signature

Date (Day/Month/Year)

Section D: La Trobe International Approval

LTI approved for under 18, US financial aid recipient or sponsored student?

- Approved Not approved Supporting documentation attached

LTI staff member

Signature

Position

Date (Day/Month/Year)

LTI Stamp