

EXIT APPLICATION FORM



Recruitment and Admissions
University of Southern Queensland
Level 1 Y Block
West Street, Toowoomba, Qld 4350

ENQUIRIES:
Phone: **1800 269 500**
Email: **study@usq.edu.au**

STUDENT NUMBER

Surname/Family Name

First Name

PROGRAM TO EXIT WITH PROGRAM CODE

MAJOR

OFFICE USE ONLY
(Applicants DO NOT complete this section)

Institution name e.g. QUT, UQ	Program Name e.g. BBUS	Subject Name/Description	USQ Course Code	Year Completed	Grade*

*Please nominate if exemptions and not transfer grades

Cancel old program Yes No

AUTHORISATION			
Name of approved delegate		Signature of approved delegate	
Name of approved delegate		Signature of approved delegate	
Date			

Note: Applications require the appropriate approvals to be processed. Students: please see next page to sign the declaration and consent.

INFORMED CONSENT

I understand that:

- The University of Southern Queensland (USQ) is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me;
- USQ will disclose this information to the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICCSRTE) for those purposes;
- DIICCSRTE will store the information securely in the Higher Education Information Management System;
- DIICCSRTE may disclose the information to the Australian Taxation Office (ATO); and
- USQ and DIICCSRTE will not otherwise disclose the information without my consent unless required or authorised by law.

Signature

Date

DECLARATION

(Your application is unable to be considered if this declaration is not signed.)

- I confirm that I am applying to exit my current degree and be admitted to and awarded the program listed above.
- I agree to comply with the statutes, regulations and policies of the University of Southern Queensland.
- The information I have supplied is accurate and complete.
- I understand that if I supply inaccurate or incomplete information to USQ, USQ may cancel my enrolment.
- I understand I am responsible for providing all necessary documentation as evidence of my qualification, studies and relevant experience.
- I give permission for any person, government authority, educational institution, employer or previous employer to provide any information concerning my admission/enrolment and study program to USQ that USQ requests.

Signature

Date

USQ collects personal information for university purposes of providing tertiary education and related ancillary services and associated functions pursuant to the University of Southern Queensland Act 1998. USQ collects this information in accordance with the Commonwealth Higher Education Funding Act 1988, the Higher Education Support Act 2003, the Education Services for Overseas Students Act 2000 (ESOS Act), ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Where relevant USQ may give all or some of this information to:

- other education providers to administer cross-institution enrolments;
- commonwealth and state government departments, agencies or their authorised agents or contracted service providers and to USQ approved Representatives (agents and partners) and to other organisations (including international entities) who provide sponsorship or funding for your studies to seek verification of information or provide information regarding your studies (and visas and overseas student health cover if applicable) or to enable surveys concerning your education to be undertaken; and
- other students enrolled in the same courses as you or as may be required by a Faculty to facilitate USQ's provision of tertiary education services to you and other students including in the future.

Other than as set out above, personal information will not be disclosed without your consent unless required or authorised by law.

To facilitate USQ's provision of tertiary education and related ancillary services and associated functions, you acknowledge and consent to the disclosures set out above and to the transfer of your personal information outside of Australia and communication via any available electronic means.

In handling any personal information disclosed to you by the university, you agree to use this information for purposes of your study at USQ only and to abide by USQ's ICT Policies.

Your rights to access and amend your personal information are set out in the Information Privacy Act 2009 (Qld) which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to USQ Privacy Officer.

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OR
EMAIL TO
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