



Cancellation of Enrolment Form

Student Details:

Student Name:	
Student ID:	Date of Birth:
Email:	Phone:
Address:	
Course Enrolled:	
Last Day of Study:	

Reasons for Cancellation (tick the appropriate box/boxes):

<input type="checkbox"/> Changing to another visa type
<input type="checkbox"/> Leaving Australia permanently
<input type="checkbox"/> Transferring to other education provider - Do you request a release? If yes, you need to complete an "Application for Release Form".
<input type="checkbox"/> Ceasing Study Reason: _____ _____

Payment:

Cancellation Fee is \$250.00.	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
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Document Checklist:

<input type="checkbox"/> Attach a letter explaining why you are applying for withdrawal.
<input type="checkbox"/> Attach copies of any documents which support your request – for example: Visa notification letter, Air ticket.
<input type="checkbox"/> Attach offer letter from new education provider.
<input type="checkbox"/> Any other documents.

****Inability to provide required verifiable documentation may result in rejection of your application.***

Student Declaration

I, _____, I have read and understood the Institute’s Student Withdrawal and Transfer Policy.
 I have completed all the fields of request to withdraw form and attached all required document.
 I understand the request is upon Institute’s approval.

 Student Signature

 Date

For office use only:

Received by: _____

Signature: _____ Date: _____

Is the application approved? Yes No

If “No”, please list reasons: _____

Decided by: _____

Signature: _____ Date: _____