

# APPLICATION FOR CANCELLATION / WITHDRAWAL

## Student Information

Student Name	Student ID
Email	Mobile
Course enrolled in	

I would like to terminate my current and future enrolment/s from \_\_\_\_\_ (date of cancellation)

## Reason for cancelling enrolment(s)

I am completing my course earlier.

I am leaving Australia permanently (attach copy of one-way flight ticket).

I have applied for a new visa (attach copy of the application and DIBP acknowledgement).

My visa application was rejected or refused (attach copy of refusal letter & one-way flight ticket - applies to onshore student only)

Other

## Reason for withdrawing enrolment(s)

I am transferring to another education provider (a letter of offer must be attached).

Reason:

Do you need a release letter? (If you have completed 6 months in your principal course, you do not need a release letter to transfer to another education provider).

## Student Declaration *(please read and sign below)*

I was informed by Student Services of the Cancellation / Withdrawal policy. I understand and agree to the conditions of this policy. I am fully aware that the Immigration department will be informed of this variation and that it may affect my student visa. I am also aware of the consequences of cancelling my enrolments before a new visa is granted.

*All due fees and admin fee \$250 must be paid and library books must be returned before application approved.*

Student Signature	Date	General Manager Signature	Date	<b>APPROVED</b>
				<b>NOT APPROVED</b>

*Letter of Offer from another provider attached for withdrawal request*

O F F I C E U S E O N L Y

APPROVED

NOT APPROVED

Payment record up to date  
 Complete course variation in PRISMS for current and future course  
 Cancel current and future enrolments in RTO Manager  
 Cancel future invoices in RTO manager  
 Send withdrawal approval letter/release letter  
 Suspend user account in RTO and AdManager

Send refusal letter

*This form is scanned and saved in the student folder.*

Staff Signature

Date