

Withdrawal and Cancellation of Enrolment Form



| | | |
|---------------------|--------|------------|
| Your Details | | |
| Student number: | | USI: |
| Course enrolled in: | | |
| First name: | | |
| Last name: | | |
| Address: | | |
| | State: | Post Code: |
| Email: | | |
| Contact Phone: | | Mobile: |
| | | |

- No longer wish to study in Australia Change of VISA status
- No longer wish to study in this State Financial issues
- No longer wish to study in this vocation Personal issues
- Returning to home country Medical issues
- Enrolling in another institution
- Other *Please specify:* _____

1. If transferring to another institute you must attach:

Letter of offer

Name of institution: _____

Course name: _____

2. If you are returning home, you must attach:

Copy of One-way airline ticket if applicable

3. If your visa condition has changed you must attach:

Copy of new visa

Student Signature: _____ Date: _____

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OFFICE USE ONLY- Please ensure this form is signed by all listed departments

| OFFICE USE ONLY | | Approval | |
|--|--|----------|----|
| Accounts Manager Signature Date | | Yes | No |
| Administration Manager Signature Date | | Yes | No |

IF APPROVED: Student Administration to ensure the relevant entity department is formally notified of the student’s withdrawal, processed on PRISMS and a copy of completed withdrawal form is filed on the student’s file.