

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

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

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	
		Yes	No
Accounts Manager Signature			
Date			
Administration Manager Signature			
Date			

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.