



# Enrolment Withdrawal Form

| Your Details                                          |              |            |
|-------------------------------------------------------|--------------|------------|
| Given Name:                                           | Family Name: |            |
| DOB (mm/dd/yy):                                       | Student ID:  |            |
| Course Enrolled in:                                   |              |            |
| Address (where notification of outcome will be sent): |              |            |
|                                                       | State:       | Post Code: |
| Email:                                                |              |            |
| Contact Phone:                                        | Mobile:      |            |

## Reason for Withdrawal- Please Tick

- |                                                                   |                                                |
|-------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> No longer with to study in Australia     | <input type="checkbox"/> Change of VISA Status |
| <input type="checkbox"/> No longer with to study in this State    | <input type="checkbox"/> Financial Issues      |
| <input type="checkbox"/> No longer with to study in this vocation | <input type="checkbox"/> Personal Issues       |
| <input type="checkbox"/> Returning to Home Country                | <input type="checkbox"/> Medical Issues        |
| <input type="checkbox"/> Enrolling in another Institution         |                                                |
| <input type="checkbox"/> Other (please specify): _____            |                                                |

Name of Institution: \_\_\_\_\_

Course Name: \_\_\_\_\_

|                                                                                                                                                                                 |                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>If attending another institution you must attach the following:</b></p> <p><input type="checkbox"/> Letter of Offer</p> <p><input type="checkbox"/> Supporting Letter</p> | <p><b>If you are returning home you must attach the following:</b></p> <p><input type="checkbox"/> One way plane ticket</p> <p><input type="checkbox"/> Supporting Letter</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



# Enrolment Withdrawal Form

Please provide reason for cancellation of enrolment

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

| OFFICE USE ONLY            |  | Approval |    |
|----------------------------|--|----------|----|
|                            |  | Yes      | No |
| Finance Signature          |  |          |    |
| Date:                      |  | Yes      | No |
| Student Services Signature |  |          |    |
| Date:                      |  | Yes      | No |
| Admissions Signature       |  |          |    |
| Date:                      |  |          |    |

**IF APPROVED:** Admissions 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.