

## CANCELLATION OF ENROLMENT FORM

Student Details			
<b>Student ID:</b>		<b>Student Name:</b>	
<b>Address:</b>			
<b>Telephone/ Mobile:</b>		<b>Email:</b>	
<b>Course 1:</b>		<b>Proposed Course Start Date:</b>	
<b>Course 2:</b>		<b>Proposed Course Start Date:</b>	
<b>Reason for Cancellation:</b>  			
<b>Supporting Documents Provided (Please tick):</b>			
<input type="checkbox"/> DIBP Rejection Letter <input type="checkbox"/> eCoe from another institution <input type="checkbox"/> Compassionate/ Compelling Evidence <input type="checkbox"/> Others: (Please specify)			
<b>Important Note:</b>			
<ul style="list-style-type: none"> <li>If you wish to apply for a refund, you must fill out the Refund Request Form. Please refer to the refund policy.</li> </ul>			
<b>Declaration:</b>			
<input type="checkbox"/> I have read and accept the policy and declare that the information provided is correct and complete.			
<b>Student Signature:</b>		<b>Date:</b>	

For Office Use Only	
<b>Date Received:</b>	<b>Received by:</b>
<input type="checkbox"/> Cancellation of Enrolment Approved <span style="float: right;"><b>Notes:</b> _____</span>	
<input type="checkbox"/> Not approved <span style="float: right;">_____</span>	
<b>Signature:</b> _____ <span style="float: right;">_____</span>	
<b>Date:</b> _____ <span style="float: right;">_____</span>	
<b>Student Services</b>	<input type="checkbox"/> COE cancelled – PRISMS <input type="checkbox"/> Student Notified of Outcome <input type="checkbox"/> RTOM updated and scanned form/documents uploaded <span style="float: right;"><b>Signature:</b> _____</span>
<b>IT Support</b>	<input type="checkbox"/> LMS Account Deactivated <input type="checkbox"/> Active Directory Deactivated <input type="checkbox"/> SIC Office 365 Deactivated <input type="checkbox"/> RTOM Locked <span style="float: right;"><b>Date:</b> _____</span>