



Early Leave from Study (Request To Cancel College Enrolment)

I _____ (full name)
would like to end my study at Australian Vocational Training
Institute College.

I accept that I am forfeiting any hours of study I have left,
and I will not expect the College to accept me back to finish
my hours once I have left. The College will inform The
Department of Home Affairs of my decision immediately.

Student Signature:

SIGN HERE

Date Requested:

□□ / □□ / □□□□

Terms and Conditions

1. Completion of this form does not mean the withdrawal has been approved.
2. The Department of Home Affairs will be notified of your cancellation.
3. The documentation will be processed AFTER the form is signed by the relevant departments which means it will take up to 5 working days to issue documents requested.
4. No certificate will be issued for incomplete course. You will be provided with Statement of Attainment for the course enrolled.
5. You are advised to visit Department of Home Affairs and inform them of change in provider.

I understand the terms and conditions of cancellation at AVTI. I also understand that the Department of Home Affairs will be notified of this cancellation.

Student Signature:

SIGN HERE

Date Requested: / /

Office Use Only

Student Services Officer

Visa type: Student Other
Number of Months Completed: Less than 6 months More than 6 months
Early Leave Form Completed: Yes No
Student Satisfaction Survey Completed: Yes No
Registry updated Yes No

Signature: _____

Date Completed: / /

Director of Studies

Approved Not Approved

Comment: _____

Signature: _____

Date Completed: / /

Accounts

Course fee Paid N/A

Signature: _____

Date Completed: / /

Student Services Officer

- Report on PRISMS with variation
- Email student regarding their cancellation status
- Unenrolled student in SMS
- Adjust course end date
- Record in notes
- Update registry
- Remove student file

Requested Documents

- Certificate
- SOA

Signature: _____

Date Completed: / /