



## 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:

□□ / □□ / □□□□

Please print in BLOCK LETTERS and fill out all sections

Student Number:

Family Name:

First Name:

Mobile:

Address:

Current Course:

<input type="checkbox"/> Certificate III in Business	<input type="checkbox"/> Advanced Diploma of Business
<input type="checkbox"/> Certificate IV in Business	<input type="checkbox"/> Diploma of Project Management
<input type="checkbox"/> Diploma of Business	<input type="checkbox"/> Advanced Diploma of Program Management

Termination Date:  /  /

Reason for termination:

- Personal Reasons                       Going Back to Home Country                       Financial Difficulties
- Change education provider
- Other (Please state) \_\_\_\_\_

Document(s) attached:

- Offer Letter                       Plane Ticket                       New COE

Document Requested:

Documentation Required	
<input type="checkbox"/> Certificate	<input type="checkbox"/> Confirmation Letter
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Completion Letter

**Note: Fees of \$150 will apply for Official Documents**

Collection of Documentations:

- By Campus (face to face)
- By Mail (Address Above) – If different please provide the address below.

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: / /