



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:

/ /

[illegible][illegible][illegible]

Mobile:

[illegible]

☐ Certificate III in Business	☐ Advanced Diploma of Business
☐ Certificate IV in Business	☐ Diploma of Project Management
☐ Diploma of Business	☐ Advanced Diploma of Program Management
☐ Certificate IV in Accounting and Bookkeeping	
☐ Diploma of Accounting	☐ Advanced Diploma of Accounting
☐ Certificate III in Hairdressing	

Termination Date: / /

☐ Personal Reasons ☐ Going Back to Home Country ☐ Financial Difficulties

☐ Change education provider

☐ Other (Please state)

☐ Offer Letter ☐ Plane Ticket ☐ New COE

Documentation Required	
☐ Certificate	☐ Confirmation Letter
☐ Statement of Attainment	☐ 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.

[illegible]

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 The 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: / /

☐ CEO/PEO or their delegate

☐ 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: / /