



Date		Student No.	
Family Name		First Name(s)	
Email		Mobile	
Address			
Course	<input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery (114273E)	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management (113329B)	
	<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management (114274D)	<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management (113330J)	
	<input type="checkbox"/> SIT50822 Diploma of Hospitality Management (114275C)	<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) (115397G)	
	<input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management (114276B)	<input type="checkbox"/> CPC50220 Diploma of Building and Construction (Building) (115395J)	
	<input type="checkbox"/> CPC30220 Certificate III in Carpentry (115393M)	<input type="checkbox"/> MSF30322 Certificate III in Cabinet Making and Timber Technology (115396H)	
	<input type="checkbox"/> CPC40120 Certificate IV in Building and Construction (115394K)		
Reasons for this request	<input type="checkbox"/> You have applied to study at another CRICOS registered provider (please attach a copy of Letter of Offer) <input type="checkbox"/> The RTO cease to provide training and assessment for the course <input type="checkbox"/> You have compassionate or compelling reasons to discontinue the above course (please attach evidence) <input type="checkbox"/> You have decided to leave Australia (please attach a copy of your flight ticket) <input type="checkbox"/> You have been granted a new visa (please attach a copy of your new visa) <input type="checkbox"/> Visa refusal (please attached copy of your visa refusal) <input type="checkbox"/> Financial circumstance <input type="checkbox"/> Medical circumstance <input type="checkbox"/> Other, please specify: _____		



Documents attached	<input type="checkbox"/> Letter of Offer <input type="checkbox"/> Flight ticket <input type="checkbox"/> New visa grant <input type="checkbox"/> Visa refusal <input type="checkbox"/> Medical certificates <input type="checkbox"/> Medical certificate <input type="checkbox"/> Medical reports <input type="checkbox"/> Others, please specify: _____
Release required	<input type="checkbox"/> Yes <input type="checkbox"/> No

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

I understand that enrolment cancellation may affect my student’s visa and I need to seek advice from the Department of Home Affairs (DHA) Affairs on the potential impact on my student visa.

- I have been advised of all the relevant consequences of the outcome of my request.
- I have been advised of all the relevant information in relation to the request made on this form.
- I am aware of my right to appeal.

Student’s Signature		Date	
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CEO/Authorised Person Approval –Authorised person to check each section above and initial if approved.			
Admin/Finance: <input type="checkbox"/> Received all supporting document/s  <input type="checkbox"/> Qualification + Record of Results issued  <input type="checkbox"/> Qualification + Record of Results N/A  <input type="checkbox"/> All fees paid	Withdrawal:		
	<input type="checkbox"/> Approved		<input type="checkbox"/> Not approved
	Release:		
	<input type="checkbox"/> Approved		<input type="checkbox"/> Not approved
	Signed		Date
	Printed name		
	Designation		