

Date	Student No.			
Family Name	First Name(s)			
Email	Mobile			
Address				
Course	□       SIT30821 Certificate III in Commercial Cookery       □       BSB50420 Diploma of Leadership and Management         □       SIT40521 Certificate IV in Kitchen Management       □       BSB60420 Advanced Diploma of Leadership and Management			
	□ SIT50822 Diploma of Hospitality □ BSB80120 Graduate Diploma of Management (Learning)			
	☐ CPC30220 Certificate III in ☐ MSF30322 Certificate III in Cabinet Carpentry Making and Timber Technology			
	☐ CPC40120 Certificate IV in Building and Construction ☐ CPC50220 Diploma of Building and Construction ☐ CPC50220 Diploma of Building and Construction (Building)			
	☐ SIT60322 Advanced Diploma of Hospitality Management			
Reasons for this request	<ul> <li>□ You have applied to study at another CRICOS registered provider (please attach a copy of the Letter of Offer)</li> <li>□ You have compassionate or compelling reasons to discontinue the above course (please attach evidence)</li> <li>□ You have decided to leave Australia (please attach a copy of your flight ticket)</li> <li>□ You have been granted a new visa (please attach a copy of your new visa)</li> <li>□ Visa refusal (please attached copy of your visa refusal)</li> <li>□ Financial circumstance</li> <li>□ Medical circumstance</li> <li>□ Other, please specify:</li> </ul>			
Documents attached	□ Letter of Offer □ Flight ticket □ New visa grant □ Visa refusal □ Medical certificates □ Medical certificate □ Medical reports □ Others, please specify:			
Release required	☐ Yes ☐ 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.

P. C.					
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.  am aware of my right to appeal.					
Student's Signature		Date			
CEO/Authorised Person Approval – Authorised person to check each section above and initial if approved.					
Admin/Finance:	Withdrawal:				
☐ Received all supporting documents					
Qualification + Record of Results issued					
Qualification + Record of Results N/A					
☐ All fees paid					