

# Enrolment Withdrawal Form

## Your Details

Student Number: \_\_\_\_\_ USI: \_\_\_\_\_

Course Enrolled In: \_\_\_\_\_

Given/First name: \_\_\_\_\_

Family name: \_\_\_\_\_

Address : \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Reason for Withdrawal – Please Tick

- No longer wish to study in Australia  Change of VISA Status
- No longer wish to study in this State  Financial Issues
- No longer wish to study in this vocation  Personal Issues
- Returning to Home Country  Medical Issues
- Enrolling in another institution
- Other *Please specify:* \_\_\_\_\_

### 1. If transferring to another institute you must attach:

Letter of Offer

Name of Institution: \_\_\_\_\_

Course Name: \_\_\_\_\_

### 2. If you are returning home you must attach:

One way plane ticket

### 3. If your visa condition has changed you must attach:

Copy of new visa

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**OFFICE USE ONLY- Please ensure this form is signed by all listed departments**

OFFICE USE ONLY		Approval	
		Yes	No
Finance Signature			
Date		Yes	No
Student Services Signature			
Date		Yes	No
Admissions Signature			
Date			

***IF APPROVED:*** Admissions to ensure the relevant entity department is formally notified of the student's withdrawal, processed on PRISMS and a copy of completed withdrawal form is filed on the student's file.