

## CANCELLATION FORM

<b>Personal Details</b>	<b>Student Name:</b>
	<b>Student ID:</b>
<b>Home Address</b>	
	<b>Suburb:</b> <b>Postcode:</b>
<b>Contact Details</b>	<b>Mobile:</b>
	<b>Home Phone:</b>
	<b>Email:</b>
<b>Course(s) Enrolled</b>	
<b>Intake(s) Date(s)</b>	

**Please state in full the reason for cancellation:**



**Supporting Documentation - Specify and attach Originals or Certified copies. (Originals will be copied and returned to you.)**



### Acknowledgement

I am aware that should the request to grant my cancellation of enrolment be approved, then my student visa may be affected.

I am also aware that should my request be denied, then I can appeal the decision in accordance with the Complaints and Appeal Policy.

<b>Student signature:</b>		<b>Date:</b>
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Office use only			
Received By:		Date:	
Decision outcome (Please tick)	<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Date:	
Reason for outcome		Decision Maker	

Formal Correspondence		
Formal Letter Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Sent By:		Date:
Appeal of Decision		
Appeal Lodged:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
CAF Number:		Date: