

Application to Withdraw and Cancel Enrolment

Important Information

This form applies to all students who seek to cancel their enrolment to withdraw from their course of study at Institute of Skills and Training Australia. It should be read in conjunction with the following policies which can be found at the Student Resources section of the Institute of Skills and Training Australia website.

- Deferral, Suspension or Cancellation Policy
- International Student Transfer between Registered Providers Policy
- Course Fees and Refund Policy and Procedure
- Complaints & Appeals Policies

International students on a student visa should be aware that cancelling their enrolment to withdraw from their course of study may affect their student visa. Any changes to the duration of the course of study as a result of the voluntary suspension of enrolment will be reported to the Department of Home Affairs via PRISMS in accordance with the National Code 2018. To check the conditions of a student visa please visit the DHA website at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

An international student applying to cancel their enrolment to transfer to a course at another registered provider, and has not completed six months of their principal course of study at Institute of Skills and Training Australia, should refer to the *International Student Transfer between Registered Providers Policy* which outlines the DHA imposed conditions by which Institute of Skills and Training Australia must abide in accordance with the *National Code 2018*.

Grounds for Approval of the Application Request

Institute of Skills and Training Australia will grant approval for the cancellation of enrolment to withdraw from their course of study on the grounds of compassionate or compelling circumstances, such as serious illness or injury or exceptional personal hardship, in accordance with the National Code 2018.

The Application Process

A student wishing to voluntarily suspend their study at Institute of Skills and Training Australia must submit this 'Application to Withdraw & Cancel Enrolment' form and, if an international student, attach documentary evidence to show cause for compassionate and compelling circumstances for example:

- Medical certificate from a registered medical practitioner
- Statement of support from a counsellor or psychologist
- Certified personal statement of exceptional hardship
- Activation orders for compulsory overseas military service

The above supporting documentation should be attached to the completed form as either copies certified by a Justice of the Peace or presented as originals to the Institute of Skills and Training Australia Administration who will copy and witness the documents as true copies, returning the originals to the student. Institute of Skills and Training Australia will only consider an application complete and eligible for assessment if all sections have been completed, the form signed and the above documentation attached.

Institute of Skills and Training Australia will assess and respond to all completed applications within ten working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. The process will not exceed fifteen working days.

If successful in their application, Institute of Skills and Training Australia will cancel the student's enrolment at Institute of Skills and Training Australia but it is the student's responsibility to lodge an *Application for Fee Refund* in accordance with the college **Course Fees and Refund Policies** and adhere to the timeframes for lodgement to avoid financial penalty.

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Lodging the Application Form

You can lodge your completed application including all supporting documentation to the Institute of Skills and Training Australia Administration by one of the following means:

- In person:** If presenting supporting documentation as originals to be certified as copies at the Institute of Skills and Training Australia office.
- By email:** Presenting supporting documentation as copies certified by a Justice of the Peace

Your completed application should be received by the Institute of Skills and Training Australia Administration staff as soon as practical but at least ten working days prior to the commencement Date of the next study period. Where the decision to cancel enrolment is made after the Commencement Date, students will not be entitled to the refund of tuition fees in accordance with the college **Course Fee and Refund Policy and Procedure**.

Assessment & Notification of Outcome

On receipt of your completed application, Institute of Skills and Training Australia will assess the request in accordance with the college *Deferral, Suspension or Cancellation Policy* and advise you of the outcome in writing within ten working days (or fifteen working days in peak admission and enrolment times).


If the application is approved, the student will receive written notification of approval. It is the responsibility of the student to sign and return the letter acknowledging their acceptance of the cancellation of their enrolment. The subsequent change to enrolment of an international student will be reported to DHA via PRISMS in accordance with National Code 2018.

If the application is denied, the student will be issued in writing notification of the refusal of withdrawal advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college *Complaints & Appeals Policy*.

The application, assessment decision and outcomes will be saved to the student file for record.

Privacy Statement

Institute of Skills and Training Australia is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Institute of Skills and Training Australia collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Institute of Skills and Training Australia as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT	
received by Institute of Skills and Training Australia as a complete application for assessment	
Institute of Skills and Training Australia: 	Date:
	Name:
Student Number:	

Please retain this copy as proof your application was submitted

Application to Withdraw and Cancel Enrolment


Application to Withdraw & Cancel Enrolment

This form applies to students seeking to voluntarily cancel their enrolment to withdraw from their course of study at Institute of Skills and Training Australia

Personal Details	<input type="radio"/> I am a Domestic Student (Applicant) <input type="radio"/> I am an International Student (Applicant)	
Institute of Skills and Training Australia Student Number:	Family Name:	Date of Birth (dd/mm/yyyy):
Address:	Given Name(s):	Title: Mr Mrs Miss Ms Dr
	Email Address:	Contact Telephone Number:

Course Details
The course of study in which you are current enrolled:

Reasons for Cancellation		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"> Do you wish to cancel your enrolment and withdraw from your course and all associated units? Yes (please complete this form) No (please see the Institute of Skills and Training Australia Administration to vary your enrolment) </td> <td style="width: 30%;"> Withdrawal Date (dd/mm/yyyy): </td> </tr> </table>	Do you wish to cancel your enrolment and withdraw from your course and all associated units? Yes (please complete this form) No (please see the Institute of Skills and Training Australia Administration to vary your enrolment)	Withdrawal Date (dd/mm/yyyy):
Do you wish to cancel your enrolment and withdraw from your course and all associated units? Yes (please complete this form) No (please see the Institute of Skills and Training Australia Administration to vary your enrolment)	Withdrawal Date (dd/mm/yyyy):	
My reasons for withdrawing and cancelling my enrolment are:		
<p><i>NOTE: International students should note that, in accordance with National Code 2018, Institute of Skills and Training Australia will only grant approval to withdraw (cancel enrolment) on the grounds of compassionate or compelling circumstances. As such, documentary evidence must be provided.</i></p>		


Student Declaration	
<p>Have you attached the necessary documentary evidence to support your application which could include, if an international student, the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical certificate from a registered medical practitioner <input type="checkbox"/> Statement of support from a counsellor or psychologist Certified personal statement of exceptional hardship <input type="checkbox"/> Activation orders for compulsory overseas military service <p><i>Your application will not be assessed unless all sections are completed, the form signed and supporting documentation is attached</i></p> <p>I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and in the Deferral, Suspension and Cancellation Policy.</p>	
	Date Signed (dd/mm/yyyy):

Guidelines for submitting an 'Application to Withdraw & Cancel Enrolment' form

Application to Withdraw and Cancel Enrolment

- You should check the implications of the voluntary suspension of enrolment for a leave of absence on your student visa with DHA.
- You should submit this form prior to Census Date to avoid any academic or monetary penalty.
- If successful, an notification in writing will be issued. You must sign and return this letter to accept your new commencement date.
- If refused, a Refusal Letter will be issued outlining the reasons for refusal and your rights to appeal the decision.

OFFICE USE ONLY:

<input type="checkbox"/> Application Checked for Completeness by Institute of Skills and Training Australia Administration	<input type="checkbox"/> Completed Application Assessed by Institute of Skills and Training Australia Administration	<input type="checkbox"/> Advised of return date
<input type="checkbox"/> Approval of Leave Letter issued by Institute of Skills and Training Australia Administration	<input type="checkbox"/> Signed Approval of Leave Letter returned by Student	<input type="checkbox"/> SMS Updated
<input type="checkbox"/> Refused of Leave Letter issued by Institute of Skills and Training Australia Administration	<input type="checkbox"/> Application, Assessment & Outcome Notification in Student File	<input type="checkbox"/> Closed (dd/mm/yy):
Staff Name:	Staff signature: 	Date Signed: (dd/mm/yyyy):