

APPLICATION FOR CANCELLATION OF STUDIES



Information to Students

Please read the information and complete this form, sign and send to AIWT Student Services together with relevant evidence. Please read the Deferment, Suspension or Cancellation Policy & Procedure and the terms and conditions of your enrolment. Contact Student Services in person or phone 08 9249 9688.

This Application must be approved in writing by AIWT Student Services

1. If you are a Campus based student, please book an appointment and see us in person or
2. If you are a trainee, please contact your trainer plus inform Student Services with an email
3. If Offshore email futurestudents@aiwt.edu.au

Processing Time: Allow seven days (7) to receive a written confirmation from AIWT and up to thirty days to receive your Statement of Attainment.

Section A – Personal Details	
AIWT Student ID Number	
Family Name:	Given Name:
Phone:	Email:
Onshore and Australian Students: Australian Address: Street: Town/Suburb: State: Postcode:	Offshore - International Students only Overseas Address: Street: Town/Suburb: State: Post Code: Country:
I wish to apply to	<input type="checkbox"/> Cancel my enrolment with AIWT (<i>arrange a meeting with student services</i>)
Student Type	<input type="checkbox"/> International (Student Visa) (<i>must arrange a meeting</i>) <input type="checkbox"/> Domestic Full Fee Paying <input type="checkbox"/> Domestic Government Funded (PIT & Traineeship)
Reasons for Application: <input type="checkbox"/> Serious Illness (must be supported by a medical certificate) <input type="checkbox"/> Bereavement of an immediate family member (accompanied by a death certificate) <input type="checkbox"/> Natural Disaster or Major political upheaval (supported by relevant evidence) <input type="checkbox"/> Traumatic Experience e.g. Involvement in an Accident, Witnessing or being a victim of crime (supported by a police or psychologists report) <input type="checkbox"/> Provider was unable to deliver a pre-requisite unit <input type="checkbox"/> Inability to start study due to a student visa delay <input type="checkbox"/> Visa has changed Traineeship only <input type="checkbox"/> Employment ceased <input type="checkbox"/> Inability to progress in studies – explain reasons	

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Please describe the reason for your application in detail:

I can provide the following evidence to support my application – please provide certified copies and keep the original for your own records:

Please read the following important information

Declaration

- ☐ I have read and understood the deferment, suspension and cancellation policy and procedure and I understand that I must complete another form to apply for a refund.
- ☐ I have provided accurate and truthful information to support my application;
- ☐ I have provided my current contact details
- ☐ **For work placement students only:** I have informed my employer
- ☐ **International Students only:** If you have already been granted a student visa the cancellation of your enrolment may affect your student visa. We are required to notify the Department of Home Affairs via PRISMS of the change in your enrolment.

Student Signature: _____ **Date:** _____

Guardian Signature: _____ **Date:** _____

(If you are under 18 years of age)

OFFICE USE ONLY

Application Approved?
If 'No', please provide a reason.

Date

Processing Officer

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OFFICE USE ONLY		
Student Services to Complete		
Form Received by:	Completed	Officer
Date:		
Cancellation meeting has been conducted.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Agent has been informed.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Does OSHC needs to be cancelled?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
If this is an International Student, has COE been cancelled on PRISMS?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If student attends work placement, has employer has been informed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Student cancelled out of future courses in SMS.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Informed Submissions to close student file.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trainer have been informed via email.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Letter of Confirmation of Cancellation sent.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accounts Officer to Complete		
Are there any prepaid fees and the student is entitled to a refund?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any outstanding fees? Outstanding amount:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Future invoicing updated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Payment Plan cancelled?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	