



Cancelation of Enrolment Application Form

Student Initiated Cancellation

First Name:	Student ID Number:
Last Name:	Date of Birth:
Commencement Date:	Date of Application:
Completion Date:	Signature of Applicant:
Contact Number:	Name of Lecturer:
Email Address:	Deadline: office use only
Current Residential Address:	

Please tick one of the following options to indicate the course you wish to cancel.

- | | |
|---|--|
| <input type="checkbox"/> Certificate III Asian Cookery | <input type="checkbox"/> Certificate IV Asian Cookery |
| <input type="checkbox"/> Certificate III Commercial Cookery | <input type="checkbox"/> Certificate IV Commercial Cookery |
| <input type="checkbox"/> Certificate III Patisserie Cookery | <input type="checkbox"/> Certificate IV Patisserie Cookery |
| <input type="checkbox"/> Diploma of Hospitality | |

Please tick one of the following options to indicate type of cancelation status required for the process.

- Student left provider- transferred to course at another provider
- Please supply new Certificate of Enrolment (CoE) from another RTO
- Student notifies cessation of studies
- Other or special circumstances are evident (please attach evidence)

Please explain:

If you ticked student left provider above, do you need a letter of release?

- Yes No

Do you have an Education Agent? If Yes, please fill in his or her name or business name.

How would you evaluate your agent's performance?

- Very Good Good Average Poor Bad : Reason_____

Please Note:

The process of cancelation of your enrolment may affect your student visa. If you have any enquiries, you should visit the DIAC website www.immi.gov.au or call the DIAC helpline 131 881 or contact your local DIAC office for advice and to prevent an unsatisfactory visa outcome.

All students are required to pay expended or outstanding fees before the cancelation can be processed. Students failing to do so may result in IHMA cancelling your ECoE on the basis of Non Payment of Fees and student financial status will be disclosed to DIAC and to IHMA appointed mercantile lawyers.

Document: \IHMA \Forms\Cancelation	Implementation Date: 04/08/2010
Authorised by: Geoff Wallace	Review Date: 04/09/2011



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Office Use

PRISMS Action by:		Processed Copy on Student File
Date of Action:		

Finance Review by:		Stamp of Approval
Date of Review:		

Attachments of evidence review by:		Stamp of Approval
Date of Review:		

Wisenet Review by:		Stamp of Approval
Date of Review:		

Data and Student's File Updates

Data	Name of Officer	Date
Quickbook		
Wisenet		
Copy on Student Administration File		
Student File Archive? Yes <input type="checkbox"/> No <input type="checkbox"/>		

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