# Student Information

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| **Student Name:** | Click or tap here to enter text. | **Address:** | Click or tap here to enter text. |
| **Date of Birth:** | Click or tap to enter a date. | **Mobile no:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. | **Trainer:** | Click or tap here to enter text. |

# Reason for cancellation of enrolment

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|[ ]  Change of mind  |
|[ ]  Dissatisfied with the course |
|[ ]  Compassionate / compelling circumstances, email supporting documents to: [Company E-mail] |
|[ ]  Others: |

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Click or tap here to enter text. | Requested effective date of cancellation | Click or tap to enter a date. |
| Give full explanation of your reason for cancellation request | Click or tap here to enter text. |

# Student Declaration

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| Australian Polytechnic Institute is collecting the information on this form in accordance with the Information Privacy Act 2009 to assist you in deferring from or suspending studies. Only the Australian Polytechnic Institute will have access to this information. Your personal information will not be disclosed to any third party without your consent, unless authorised or required by law

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|[ ]  I am aware that I will need to submit a new application to the Australian Polytechnic Institute for admission in the above course if I wish to resume studies at a later date. |
|[ ]  I also declare that I have read and understood Fee Administration and Refund Policies and Procedures prior to signing this Course Cancellation Request Form. |
|[ ]  I understand that, where applicable, I need to provide supporting documents for my request to be processed. |

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| Signature | Date |

# Office Use Only

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| **Processed by:** | Click or tap here to enter text. | *Notify students of the outcome of the cancellation request. Where a student is eligible for refund, advise the student to submit a Refund Request Form within 7 days of receiving the notice of cancellation confirmation. Refer students to the Refund Policy and Procedure on the Student Handbook for complete details.* |
| **Date processed:** | Click or tap to enter a date. |
| **Outcome:** | Click or tap here to enter text. |