

DISCONTINUATION OF STUDIES FORM

Student Name		Student ID	
Current address		Current contact details	Home:
			Mobile:
Email			
Current Course		Expected Last Day of Study	

Reason for Discontinuation	✓ (Yes)
Complete course early	
Transferred to other provider I attached new offer letter/e-CoE issued by the new provider	
Notice of cessation due to approval of permanent residency I attached a copy of visa approval letter issued by the immigration department.	
Leaving Australia permanently I attached copy of one way flight ticket	
Other	
Do I need a release letter from the current provider?	

Student Declaration

I was informed by Student Support Officer of the discontinuation of studies policy. I understand and agree to conditions of this policy. I am fully aware that this discontinuation will be informed to the Secretary of the Department of Education and may affect my student visa. I am also aware of the consequences of discontinuation of my studies. I am fully aware that I must contact the immigration department for enquiries relating to my visa.

Student/Guardian Signature: Date:

Office Use Only
<input type="checkbox"/> Verified evidence <input type="checkbox"/> Counselling student – counselled by:..... <input type="checkbox"/> Updated RTO Mgr course status for the current and future enrolments – processed by..... <input type="checkbox"/> Updated SCV in PRISMS- processed by:..... Comments