

Enrolment Cancellation Form

Australian International Student Off-Shore Student

Student Name: _____

Student ID: HI _____ **Date of Birth:** _____

Address: _____

Contact No. (Ph.) _____ **(Mobile)** _____

Email: _____

International students must state the reason for cancelling their course at St Albans Institute Pty Ltd trading as Hawk Institute because Hawk Institute is obliged to report the cancellation to the Department of Home Affairs (DHA). Also, all supporting documents should be attached with this form. Please refer to the Fee Payment and Refund Policy at our reception and/or on our website www.hawkinstitute.edu.au.

Please choose the courses below for the cancellation.

SELECT COURSE	COURSE CODE	QUALIFICATION	CRICOS COURSE CODE
	AUR30620	Certificate III in Light Vehicle Mechanical Technology	103652G
	AUR32721	Certificate III in Automotive Electric Vehicle Technology	112285F
	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	103024B
	BSB40120	Certificate IV in Business	107167K
	BSB50120	Diploma of Business	107168J
	BSB60120	Advanced Diploma of Business	107170D
	BSB80120	Graduate Diploma of Management (Learning)	107171C
	CPC30620	Certificate III in Painting and Decorating	113298D
	NON-AQF Award	General English (Elementary, Pre-Intermediate, Intermediate, Upper Intermediate)	099412F

Please specify the reason for cancellation of your enrolment:

If enrolment is being cancelled based on Transfer between another provider, please refer to the section below:

Transfer to another provider -Request Detail:

Requests will not be processed until supporting documents are provided.

You will have to provide the following evidence for Hawk Institute to be able to process your application request:

1. A copy of a valid enrolment offer letter with an approved provider.
2. A letter explaining the reasons for your transfer request.

Hawk Institute has the right to refuse students release requests made within the first six (6) months of their Principal course. Please refer to Transfer between provider policy or your Student Handbook available on Hawk Institute's website www.hawkinstitute.edu.au.

Student Declaration

- I understand that when there is enrolment cancellation taken place, I need to seek advice from Immigration department on the potential impact on his or her student visa.
- I am aware that I have the right to make complaints and/or appeals by accessing Hawk Institute's complaints and appeals policy available on Hawk Institute's website.

Student's Signature: _____ Date: _____

For Office Use Only

Received by: _____

Sign: _____ Date: _____

If enrolment is cancelled based on transfer between providers (complete the sections below)

Decision

Release approved? Yes No

Reason: _____

Comments (If any) _____

Date Letter Issued to Student: _____

Staff full name: _____

Signature: _____

Date: _____
