



St Albans Institute Pty Ltd t/a Hawk Institute
Level 4, 171 Latrobe Street, Melbourne VIC 3000 Australia
RTO ID: 41451 CRICOS Code: 03596J
Website: www.hawkinstitute.edu.au
Email: info@hawkinstitute.edu.au
Phone: 1300 159 461
ABN 19608522087

ENROLMENT CANCELLATION FORM

St Albans Institute Pty Ltd t/a Hawk Institute

Instructions for Students

- Use this form if you wish to cancel or withdraw from your enrolment at HAWK.
- Attach supporting documents (required for international students).
- Read in conjunction with HAWK's Deferral, Suspension and Cancellation Policy, Transfer Between Providers Policy, and Fee Payment & Refund Policy.
- Cancellations may affect your visa. Please contact DHA for advice before submitting this form.

☐ Onshore Student

☐ Off-Shore Student

Student Name:

Student ID: HAWK..... **Date of Birth:**

Address:
.....
.....

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

Email:

International students must state the reason for cancelling their program because St. Albans Institute Pty Ltd T/A 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 Fee payment and Refund Policy for any applicable refunds. You can find refund policy at our reception and on our website www.hawkinstitute.edu.au

Please choose the courses below for the cancellation.

SELECT COURSE	Qualification	CRICOS Course Code
☐	AUR30620 Certificate III in Light Vehicle Mechanical Technology	103652G
☐	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	103024B
☐	AUR32721 Certificate III in Automotive Electric Vehicle Technology	112285F
☐	CPC30620 Certificate in Painting and Decorating	113298D
☐	CPC50220 Diploma of Building and Construction (Building)	118179D
☐	BSB40120 Certificate IV in Business	107167K
☐	BSB50120 Diploma of Business	107168J
☐	BSB60120 Advanced Diploma of Business	170170D
☐	BSB80120 Graduate Diploma of Management (Learning)	107171C
☐	NON-AQF Award General English (Elementary, Pre-Intermediate, Intermediate, Upper Intermediate)	099412F

Please specify the reason for cancellation of your enrolment:

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Supporting documents attached: ☐ Yes ☐ No

Would you like to meet with the Student Support or Wellbeing Officer to discuss compassionate or compelling circumstances before proceeding with cancellation?

☐ Yes (If Yes, please also complete a Student Support Request Form)

☐ No

Important Note

If your cancellation request is due to a transfer between another provider, you must also complete a separate Release Request Form available on our website and at reception in accordance with National Code 2018 Standard 7. This Enrolment Cancellation Form alone will not process transfer requests.

Terms and Conditions:

- I understand that if I am seeking a fee refund, I must also complete a separate Refund Application Form.
- I understand I may not be eligible for any fee refund if I have not met the terms and conditions outlined in the Fee Payment and Refund Policy.
- Where the cancellation of enrolment has been initiated by HAWK, I am entitled to 20 working days to access the internal Feedback, Complaints and Appeals Process to contest the decision.
- I authorise HAWK to obtain further supporting information or official student records from other institutions where necessary in relation to this application.
- I acknowledge that HAWK will use and manage my personal information in accordance with its Records Management Policy and Privacy Policy.
- I understand that cancellation of my enrolment may impact my student visa and that HAWK is required to report cancellations to the Department of Home Affairs (DHA) via PRISMS.
- I have read HAWK's Deferral, Suspension and Cancellation Policy and understand that changes to my enrolment may result in a change to my CoE and visa status.
- I declare that all information provided on this form is correct and complete in every detail, and I understand that providing false or misleading information may result in rejection of my application.
- I also understand the consequences of cancelling my enrolment before a new visa is granted if my visa is still being processed.
- I have been informed that I may access HAWK's Student Support and Wellbeing Services to discuss my circumstances before finalising this cancellation.
- I acknowledge that HAWK has advised me to contact the Department of Home Affairs (DHA) for advice regarding any potential impacts on my visa before submitting this application.
- By signing this form, I confirm that I have read, understood, and agreed to the terms and conditions regarding the cancellation of my enrolment.
- I understand that personal information collected on this form will be managed in accordance with the Privacy Act 1988 and HAWK's Privacy Policy.

Student Declaration

1. 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.
2. 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:



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For Office Use Only

Received by:

Signature:Date:

☐ Valid supporting documents are attached

If cancellation relates to transfer between providers, confirm that a Release Request Form has been completed: ☐ Yes ☐ No

Staff Comments (if any):
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Processed by.....Signature:Date:
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