

Application for Cancellation of Studies (CRICOS)

Please note: If you have not completed six (6) months of your principle course of study and you wish to transfer to another provider, please use the ‘Application for Release Form’.

Please read the Deferment, Suspension and Cancellation Policy information and complete all relevant pages of this form, sign the declaration and send the document to the Institute, either by hand or mail, together with the receipt for payment of fees, if applicable – **do not send by fax or email.**

Student Number:	Family Name/Surname:		
First/Given Name:			
Course Cancelling from:			
Address:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Suburb:</td> <td style="padding: 5px;">Postcode:</td> </tr> </table>	Suburb:	Postcode:
Suburb:	Postcode:		
Telephone:	Mobile:		
Email:			
Have you completed six (6) months of your principle course of study? <input style="margin-left: 10px;" type="checkbox"/> Yes <input style="margin-left: 20px;" type="checkbox"/> No If you answered NO, please use the ‘Application for a Letter of Release Form’.			
REASONS FOR APPLYING TO CANCEL STUDIES			

DOCUMENTARY EVIDENCE

This application will not be considered without appropriate supporting evidence.
You should only provide certified copies of the originals (translated in English where relevant) and keep the original copies for your own records.

I have enclosed the following documentary evidence in support of my application:

Please read the following important information:

- Your Cancellation of Studies is not approved until this form is received by Student Services and approved;
- If money such as any outstanding tuition fees must be paid, this money must be cleared prior to proceeding with this application – it will not be considered without full payment. This provision is in place to prevent students from cancelling their enrolment due to overdue tuition fees. Please note that if you have any outstanding fees or loans, the application will not proceed;
- Please ensure that BAA has up to date contact information for you; if you do not receive your statement of attainment (if applicable) or any other documentation because you have changed address; and/or
- Cancelling your enrolment may affect your student visa. We are required to notify the Department of Home Affairs (DHA) and Department of Education and Training (DET) via PRISMS of the cancellation of your enrolment.

DECLARATION

I have read and understood the above information:

Student’s Signature: _____ **Date:** _____

Please tick one of the boxes below:

I have started the study period and have applied for cancellation of studies PRIOR to Week 4;

~ OR ~

I have started the study period and have applied for cancellation of studies AFTER Week 4.

~ OFFICE USE ONLY ~

Student Administration Officer to Complete

Date Form Received by Admin:	/ /
If enrolled, how many qualifications / units of competency was / were the student enrolled in?	_____ units
Were any qualifications / units of competency completed?	_____ units
Tuition Fee Payment method:	<input type="checkbox"/> Cash <input type="checkbox"/> Direct Deposit <input type="checkbox"/> EFT <input type="checkbox"/> Other
Is a refund payable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a charge payable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If charge payable, is payment enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all outstanding fees resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If not, student must be contacted immediately. The application cannot proceed any further until all outstanding fees and loans are resolved.

Approved by Staff Name:	Signature:	Date:
Cancellation effective as at		/ /
PRISMS updated (where relevant)		/ /
Letter of Confirmation of Cancellation of Enrolment Sent		/ /

Record Keeping	Date	Initials
Entered into Database	/ /	
Teaching Staff notified	/ /	
Class Lists amended	/ /	
Admin Staff Notified	/ /	
This form, copy of the approval letter (& Transcript if relevant) in student's file	/ /	
Student file archived	/ /	