SYDNEY POLYTECHNIC INSTITUTE

Level 4, 191 Thomas Street Haymarket NSW 2000
Phone: 02 9055 8558 **Email:** admissions@spi.nsw.edu.au **Website:** www.spi.nsw.edu.au **ABN:** 89 640 503 162 **Provider ID:** PRV14354 **CRICOS Provider Code:** 04090E

Enrolment Cancellation Form

This form is to be completed by students who request to withdraw or release from Sydney Polytechnic Institute (SPI). If your request is refused, your enrolment at SPI will remain active and you are expected to continue attending your classes as usual. Please ensure that this form must be read in conjuction with Deferral, Suspension and cancellation policy and Student transfer policy and procedure. Before completing this form, student is advised to consult the SPI Student Service Centre.

Section 1: Personal Details

Student ID No.:	
Family Name:	Given Name:
Date of Birth (dd/mm/yyyy):	Gender: ☐ Male ☐ Female ☐ Other
Australian Residential Address:	
Email:	
Home number:	Mobile number:

Section 2: Course Details

Course Name:	Course Code:

Section 3: Enrolment Withdrawal / Cancellation

I would like to terminate my enrolment effective from: _____
Reason for withdrawal / Cancellation
☐ I am completing my course early.
☐ I am leaving Australia permanently. 📎 Attach a copy of one-way flight ticket.
☐ I have applied for a new visa. 📎 Attach a copy of new visa or Immigration's acknowledgement letter
☐ My student visa has been refused or rejected. 📎 Attach a copy of visa refusal letter and one-way flight ticket

Section 4: Transferring to another provider

Name of provider you are transferring to: _____ 📎 Offer letter or Confirmation of Enrolment (CoE)
Reason for transfer:

The reasons and circumstances of withdrawal / release may impact your refund, and you may be invoiced for any outstanding fees. Please refer to *SPI Tuition Fees Payment and Refund Policy and Procedure* for further details.

For international students, if your enrolment withdrawal/cancellation or transfer to another provider request is approved, SPI will inform Department of Education and Department of Home Affairs (DHA) about your cancellation of enrolment. This may impact the status of your student visa. Please contact DHA for visa-related information before submitting your enrolment cancellation form.

Section 4: Applicant's Declaration

I understand and agree to the following conditions,

- I have been informed by Student Services to contact immigration for advice on any potential impacts on my student visa.
- I declare that all the information on this form is correct and complete in every detail and understand the inaccurate information I provided could lead to non-acceptance of my application.
- I authorise SPI to obtain further supporting information or official student records from any other institutions where necessary in regard to my application.
- I have read SPI's *Student Deferral, Suspension and Cancellation Policy* and understand that the changes to my enrolment may result in a change of CoE or the status of my student visa.
- I acknowledge and agree that SPI would use my information where is necessary based on SPI's *Record and Information Management Policy*.
- I am fully aware that this variation will be reported to the Department of Home Affairs and may impact my student visa. I also understand the consequences of cancelling my enrolment before a new visa is granted.

Signature of Student	Date (dd/mm/yyyy)

Office use only

Application Outcome ☐ Accepted ☐ Rejected

Application Comment:

Staff processed: _____

Signature of Staff	Date (dd/mm/yyyy)