



# ENROLMENT CANCELLATION FORM

## STUDENT DETAILS

STUDENT NAME:	
STUDENT ID:	DATE OF BIRTH:
COURSE NAME:	
COMMENCEMENT DATE:	CANCELLATION DATE:

Note - International students must state the reason for cancelling their program as VTI must report this change in enrolment status to Department of Home Affairs. Also, all supporting documents should be attached with this form. Please refer to VTI's Refund Policy for any applicable refunds.

<input type="checkbox"/> Transferred to another course	<input type="checkbox"/> Transferred to another Provider (Provide admission documentation)
<input type="checkbox"/> Course content did not meet expectations	<input type="checkbox"/> Did not receive study materials
<input type="checkbox"/> Work commitments	<input type="checkbox"/> Personal reasons
<input type="checkbox"/> Poor customer service	<input type="checkbox"/> Non payment of fees
<input type="checkbox"/> Medical grounds (Provide evidence)	<input type="checkbox"/> Financial reasons

Other (Please specify)

**COMMENTS:** To help VTI provide the best possible service, your comments and your reasons for cancelling your enrolment are appreciated.


If you are an International student are advised to contact Department of Home Affairs immediately upon the cancellation of their enrolment as this action may affect their student visa.

STUDENT SIGNATURE:	DATE:
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## OFFICE USE ONLY

APPROVED BY:	
SIGNATURE:	DATE:
PROCESSED BY:	
SIGNATURE:	DATE: