



Cancellation of Course Form

Complete this form ONLY if you want to permanently withdraw from your current course at Chambers Institute. Do NOT complete this form if you want to take leave / temporary defer your studies. Ask administration to assist you. You should complete a separate Cancellation of Course form for each course you are enrolled in.

Please complete and return this application to administration. This application will be processed within 10 working days. A written response will be provided to you. You may also collect a copy of this application from administration after it has been processed.

Remember that by withdrawing from your course, your enrolment at Chambers Institute will be permanently cancelled and you should contact DIBP to check your student visa status.

STUDENT DETAILS		
First Name	Last Name	
Date of Birth	Student ID	Allocated Group
Address _____ _____ Suburb _____ Post Code _____		
Telephone / Mobile	Email:	
Date from which you would like to cancel your course?		

Do you want to permanently withdraw from your course and cancel your enrolment? (Circle your answer)	
YES	NO → Do NOT complete this form. Ask administration to assist you.
Are you transferring to another Institute?	
NO	YES → Name of Institute _____ Name of course you are enrolled in _____
Reasons for withdrawal: Please explain why you want to withdraw (please attach any evidence available, i.e. medical certificates or others)	
Your suggestions for improvement: Please explain how could Chambers Institute assist you in a better way to continue your studies here (e.g. your request, comment).	

STUDENT SIGNATURE	DATE
PARENT/LEGAL GUARDIAN SIGNATURE (only required for students under 18)	DATE

ADMIN OFFICE USE	Please forward this request to the Academic Manager
Date Received	Time Received



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ADMINISTRATION	
Students Principal Course:	
Students Principal Course Start/ Finish Date:	
Comments:	
Signature	Date

ACADEMIC MANAGER		
Cancellation Approved?	No	Yes
Comments:		
Signature	Date	

ACCOUNTS	
Close student's account on MYOB	
Final statements retained in student's file	
Comments:	
Signature	Date

ADMISSIONS (PRISMS)	
eCOE cancelled on PRISMS	Date
COPY of PRISMS variation retained in Student's file	
Student status changed to CANCELLED	
Signature	Date

ADMINISTRATION	
Student removed from class rolls (i.e. class roll for each day)	
Enrolment Cancellation Notification Letter sent to student	Date
Copy of cancellation Letter retained in student's file	
Copy of this form retained in student's file	
Enrolment Cancellation Register updated	
Student added to the Archive student list registry	
Signature	Date