

Request for Enrolment Cancellation/Withdraw Form

(NOTE: Please make sure that ALL appropriate fields are filled up properly;
Errors may result to delays or disapproval of your request.)

Student Name			
Student Number		Date of Birth	
Intake			
Enrolled Course			
Enrolled Course Start Date		Enrolled Course End Date	

My reason for Enrolment Cancellation is: (Tick one box only)

- | | |
|--|--|
| <input type="checkbox"/> Visa Refusal
Visa Refusal letter issued by DIAC required | <input type="checkbox"/> Illness
Medical Certificate required |
| <input type="checkbox"/> Travelling overseas
Travel arrangement documentation required | <input type="checkbox"/> Transfer
Offer Letter required,
complete AIFE Transfer Form |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Other
please provide sufficient reason |

I am requesting to cancel/withdraw my enrolment from the following course(s):

- THH33102 Certificate III in Hospitality (Asian Cookery)
- THH51202 Diploma of Hospitality Management
- THH60202 Advanced Diploma of Hospitality Management

Student declaration

I understand the following:

1. I will remain liable for ALL fees if I do not formally cancel my enrolment prior to the relevant course start date as stated on eCoE or instalment due date.
2. The effective date of enrolment cancellation/withdraw is the date this form is received by AIFE, along with required supporting document. If any supporting documentation is missing, request will become void.
3. I have read and understood the reverse side of this form.
4. I have retained a student receipt as evidence of my submission.
5. Cancellation of Enrolment may affect my student visa, AIFE will notify DIAC via PRISMS when your enrolment is deferred, suspended or cancelled.
6. I should contact my local DIAC office <http://www.immi.gov.au/> or phone the DIAC hotline - 131881 to seek advice on how this will affect my visa status..
7. I acknowledge that my enrolment will be cancelled at AIFE.

Student Signature: _____

Date: _____

For Admin Use Only:

Received By: _____

Date: _____

Enrolment Cancellation/Withdraw Notification

If you are cancelling or withdrawing from an AIFE course, you need to formally complete the 'Request for Enrolment Cancellation/Withdraw Form' located at AIFE Student Service Centre or on our website. AIFE need to receive the request through the approved means of communication, either hard copy at AIFE Student Service Centre or soft copy via email, with any required supporting documents. Student remains liable, and subject to the full payment of any tuition instalment or other fees which has become overdue.

I. Effective Dates

The effective date of cancellation/withdraw, is based upon the date the form was completely submitted to AIFE. It is students responsibility to receive formal acknowledge of lodgement, by receiving a form receipt.

II. Financial Liability

If students do not formally cancel their enrolment prior to the relevant commencement date as stated on the current eCoE or prescribed instalment due date, they will incur a financial penalty for their course enrolments – please refer to Fee Policy. Students who have not officially cancelled/withdrawn by the commencement date as stated on eCoE, or the prescribed instalment due date, will remain liable to pay for the course of study they have enrolled in, even if they have not or are no longer attending classes. Commencement dates for each intake are published annually in the AIFE Student Handbook, and posted on AIFE website.

III. Fee Refunds

Eligible students may obtain an application for Request for Fee Refund Form from www.aife.edu.au or from Student Service Centre. **[Please refer to AIFE Refund Policy, AIFE Fee Policy.]**

International Onshore Students cancelling your enrolment will affect your student visa. You must contact the Department of Immigration and Citizenship (DIAC) for visa information before submitting this form. Contact DIAC by telephone on 131 881 or through their website at <http://www.immi.gov.au>

Standard 2 – Student engagement before enrolment

[Please refer to AIFE enrolment Cancellation Policy and Procedure]

2.1 Prior to accepting a student, or an intending student, for enrolment in a course, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the following:

- f. information about the grounds on which the student's enrolment may be deferred, suspended or cancelled

Standard 7 – Transfer between registered providers

[Please refer to AIFE Transfer Policy]

Registered providers assess requests from students for a transfer between registered providers prior to the student completing six months of the principal course of study in accordance with their documented procedures.

Standard 13 – Deferring, suspending or cancelling the student's enrolment

[Please refer to AIFE Enrolment Cancellation Policy]

Registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.