

Application to Cancel Enrolment

Please read the information and complete all relevant pages of this form, sign the declaration, and submit this form in person at IIA reception counter or via email: admin@iaa.xxx.au

You must refer to your Student Agreement for the IIA Fees and Refunds Policy to confirm if you are liable to pay any course fees or eligible to apply for refund. Only cancellation form requests will be considered.

Section A - Student Details

Applicant / Student ID:				
Full Name:				
Email Address:				
Contact Numbers:	Australia:		Overseas:	
Correspondence Address during deferment period:				

Section B - Courses to be Cancelled

Course / Qualification Code	Course / Qualification Name

Section C - Details of cancellation request

<i>Provide details when do you want to cancel your enrolment.</i>	
Date effective from:	

Section D - Reasons for cancellation request

Provided the reasons for your request:	
Supporting Documents	<p><i>Your request will only be considered if you have provided evidence of the reasons for your request. Please list the documents attached:</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

Section E - Release Request (International Student only)

Complete this section only if you wish to transfer to another registered provider and require to be released from IIA. You must attach a Letter of offer from new training provider. Refer to Overseas Student Transfer Policy on IIA Student Portal for more details.

Reasons for Release Request	<ul style="list-style-type: none"> • IIA has cancelled or no longer offers the program. • Do not meet the requirements for entry into the program (academic / English language) • Sponsor related considerations • Compassionate or compelling reasons (explain below) • Others - please explain
Supporting Documents	<p>You must provide the following documents to support your release request. Please tick to indicate the documents provided.</p> <ul style="list-style-type: none"> • Letter of offer from new training provider • Support documents - providing information to support reason provided above • Personal statement explaining reason for release request • Others - please indicate

Section F - Student Declaration

I understand and agree that:

- any change to my enrolments at IIA (CoEs for Overseas Students) is not finalised until my complete application has been received and approved by IIA. I will be advised in writing of the outcome of my completed application within ten (10) business days.
- it is my responsibility to ensure that IIA has my current contact details. IIA will not be responsible for delays in responding to my request if I change my contact details and do not notify IIA of this.
- if there are any due or outstanding fees or charges (according to my student agreement), I am still liable to pay those. IIA may approach debt collection agencies and/or credit bureaus to recover outstanding debts if I fail to do so.
- I declare that my application for cancellation of enrolment and/or my request for release is for genuine reasons and that I have attached the required documentation to support my application. I declare that the information I have provided is true and correct.

Applicable to Overseas Students only:

- I understand and accept that the approval of my request for enrolment cancellation and/or request for release may affect my current student visa and that IIA will be advising the Department of Home Affairs (DHA) of changes to my enrolment with IIA.

Student Name:			
Student Signature:		Date:	

Section G - Office Use Only

Cancellation Request Accepted / Rejected			
Is the Cancellation request accepted	Yes	No	
If rejected provide reasons:			
Position:	Signature:	Date:	
Student informed of the outcome	Yes	No	
Position:	Signature:	Date:	