

# INTERNATIONAL STUDENTS CANCELLATION / WITHDRAWAL FORM



Prior to cancelling your enrolment in a course, we highly recommend that you talk with Alana Kaye College about your training options. To cancel your enrolment, please complete all details on this form. This will be used to withdraw you from the qualification you are currently enrolled in. Some of the information contained here will be entered into our student database and used for statistical purposes and other reporting to State/Territory Registering Authorities and the National Centre for Vocational Education and Research (NCVER). Please ask your training representative for assistance to fill out this form if you require help.

STUDENT DETAILS	
LEARNER NAME	USI
POSTAL ADDRESS	
PHONE	DATE
QUALIFICATION CODE / TITLE	STUDENT EMAIL
STUDENT PHONE NUMBER	EMPLOYER (IF APPLICABLE)
REASON FOR CANCELLATION	
<input type="checkbox"/> Relocation <input type="checkbox"/> Employment / Work Commitments <input type="checkbox"/> Change of vocation <input type="checkbox"/> Health reasons <input type="checkbox"/> Financial reasons	<input type="checkbox"/> Personal reasons <input type="checkbox"/> Cultural obligations <input type="checkbox"/> Dissatisfaction with course content <input type="checkbox"/> Other reason: <hr/>
FURTHER COMMENTS / FEEDBACK	
STUDENT DECLARATION OF AUTHENTICITY	
STUDENT'S SIGNATURE	DATE

Please return this form in person to the International Manager, by post or e-mail [international@alanakaye.edu.au](mailto:international@alanakaye.edu.au)

## OFFICE USE ONLY

ALANA KAYE REPRESENTATIVE SIGNATURE	DATE
International Manager notified	<input type="checkbox"/> YES <input type="checkbox"/> NO
Student cancellation processed - VETtrak; electronic file and student file	<input type="checkbox"/> YES <input type="checkbox"/> NO
E-mail of cancellation processed sent to student	<input type="checkbox"/> YES <input type="checkbox"/> NO