

# DISCONTINUATION OF ENROLMENT FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY



Australian International  
Institute of  
Higher Education

## ONLY LODGE THIS FORM IF YOU WISH TO WITHDRAW FROM A COURSE AND TERMINATE YOUR ENROLMENT AT THE INSTITUTE

Given Name		Family Name	
Date of Birth		Student ID	
Phone Number		Personal Email	
Enrolled in course			
Reason for discontinuation of enrolment			
Attached supporting documentation			
1.			
2.			
3.			
I am also lodging an application for a refund	<input type="checkbox"/> Yes		<input type="checkbox"/> No

### STUDENT DECLARATION

I have read and understood the Institute's Student Enrolment Policy and Procedure (International/Domestic as appropriate)				<input type="checkbox"/>
Applicant's Full Name				
Signature		Date	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>	

### Office Use Only (to be completed by the AIIHE staff)

Reference Number			
Received on	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>	Acknowledged on:	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>
Responsible officer			
Interview or further information requested	<input type="checkbox"/> Yes   <input type="checkbox"/> No	If yes, when:	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>
Outcome of review			
Written response provided to the student on	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>		
Refund payment made on	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>		
Required actions completed on	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>		
Notification of discontinuation of enrolment on PRISMS on (international students only):	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>		