

## Enrolment Cancellation Form

**Students who wishes to cancel their enrolment/withdraw their course should fill this form and submit to Administration Staff.**

**Note:**

- Cancellation of enrolment/withdrawing from your course will result in cancellation of your CoE and this may affect your student visa.
- You should attach all the necessary supporting documents to validate your reason for enrolment cancellation.
- If you are cancelling enrolment due to change of provider, you should attach an offer letter from your new provider
- As per the NCP 2018 the student does not require a release letter but a release has to be given on the CoE on PRISMS by the provider. Only for exceptional circumstances deemed by VTI, the letter will be issued.
- If you are withdrawing from the course due to refusal of Student Visa, please submit the letter of Visa Refusal along with this form. Any refund applicable will only be processed on submission of evidence of VISA refusal.
- If there is any refund request, Refund application form should be submitted along with this form.

### A. Details of Student

**Student Name:**

**Student ID:**

**Date of Birth:**

### B. Enrolment Cancellation/Course Withdrawal Details

**Course(s) currently enrolled and want to withdraw: (If the student wants to withdraw from all the subsequent courses enrolled with VTI, please list the courses below)**

**Current Course Code and Title:**

**Subsequent Course Code and Title (if applicable):**

**Reasons for Enrolment Cancellation:**

**Release Letter Request**

☐ Yes

☐ No

☐ NA

**Signature:**

**Date:**



For Office Use Only			
Enrolment Cancellation Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Release Letter Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Approved By	Signature:	Date:	
Is the SMS updated to reflect the change?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is the CoE cancelled on PRISMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Is the Outcome communicated to student?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Processing Staff	Signature:		Date: