



Cessation of Studies Notification - International Students

This form is to be completed by international students who wish to terminate their studies prior to completing their course with Victorian Institute of Education. You are required to meet with the Academic Manager prior to the submission of this form. Your visa may be affected by your termination of studies prior to completing the course notification so you should contact Department of Home Affairs on 131 881 to discuss any implications.

I have discussed the reasons for Cessation of Studies Prior to Completing the Course with the Academic Manager
Yes No

Student details

Form with fields: Student Name, Student ID, Address, Contact No., Email

Current Course Details

Form with fields: Current Course, Course Start Date, Course End Date, Last date of attendance

Reason for termination of studies prior to completing the course

Form with rows for reasons: No longer holding student visa, Leaving / left Australia forever, Enrolled in another course in a different RTO, Other (please explain), Supporting Documents (Copy of the new VISA, One-way air ticket, Copy of new letter of offer and CoE)

Initials

You understand and acknowledge that there is no refund of fees or part thereof once you have commenced your course. You must pay all fees and charges as per the Victorian Institute of Education's policy and terms and conditions set out on the international student letter of offer and written agreement.

	I have read and understood the Victorian Institute of Education's policy and terms and conditions set out on the international student letter of offer and written agreement.
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Student Signature	
Signed:	
Student Name:	
Date:	

Office Use Only

Cessation of Studies Notification		Approved	Not Approved
Checklists	Notified Student	SMS updated	PRISMS updated
Comments:			
Approved/Rejected By:			
Staff Name:		Position:	
Signature:		Date:	