

Application for Early Completion

Please tick (☐) the relevant information

Section 1: Personal Details

Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: __/__/____
First Name:	Last Name:	Student ID:
Address:		
Suburb/Town:	Post Code:	Country:
Email Address:		Mobile:
Current Course:		Campus:

Section 2: Request details

I wish to withdrawal / discontinuation/complete from following course:

Course Name:	Withdrawal date: __/__/____
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Section 3: Reason for Withdrawal / Discontinuation

<input type="checkbox"/> Complete Course Early	<input type="checkbox"/> Visa refused (evidence of visa refusal)
<input type="checkbox"/> Transfer to another course at Alpha	<input type="checkbox"/> Change of Visa Subclass (evidence of visa grant)
<input type="checkbox"/> Course cancelled	<input type="checkbox"/> Personal/family reason (including medical/travel etc)
<input type="checkbox"/> Transfer to another education provider (Evidence of Offer Letter/CoE)	<input type="checkbox"/> Leaving Australia permanently
<input type="checkbox"/> Other (please specify)	

Section 4: Student Declaration

I, _____ (Applicant) hereby declare that the information contained in this application is true. The choice to withdraw / discontinuation from studies is mine and I understand that Alpha Institute will report to DHA via PRISMS.

Signature: _____ Date: _____

Section 5: Office Use Only

Assessing Staff Name:	Staff Signature:	Date:
Comments:		Last Day of Study __/__/____
Application Outcome: Approved <input type="checkbox"/> Decline <input type="checkbox"/>	Student advised by: Email <input type="checkbox"/> Phone <input type="checkbox"/>	
Update PRISMS: Yes <input type="checkbox"/> No <input type="checkbox"/>	Update RTO Manager: Yes <input type="checkbox"/> No <input type="checkbox"/>	