

Application for Early Completion		
Please tick ( <input type="checkbox"/> ) 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: __/__/____	
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"/>	

