

(Note: Please complete this form using blue or black ink.)

**SECTION A:**

**TO BE COMPLETED BY STUDENT**

Student Number

Family Name

Given Name(s)

Address

<i>Number &amp; street name</i>	<i>City/Suburb</i>
<i>State/Postcode</i>	<i>Country</i>

Program

Mobile phone

**SUBMIT TO**  
**RMIT University**  
**International Services**  
 Level 4, 239 Bourke Street  
 Melbourne, Vic, 3001  
 AUSTRALIA  
 Tel: +(61)3 9925 5156  
 Fax: +(61)3 9663 6925  
 Email: isu@rmit.edu.au  
 www.rmit.edu.au/international  
 CRICOS Provider Code: 00122A

Are you under 18 years old? (Tick [✓] box)     Yes     No

**New provider and new program (Offer Letter required)**

Reason for discontinuing program of study (Tick [✓] one box and supply supporting documentation.)

- RMIT has cancelled/ceased to offer the program (letter from RMIT required)
- Government sponsor considers the change to be in my best interest (letter from sponsor required)
- Unable to meet academic requirements for entry into program
- Exceptional circumstances (documentation required)

Signature ..... Date .....  
day/month/year

**SECTION B:**

**TO BE COMPLETED BY INTERNATIONAL SERVICES**

Date application received

.....

Granted     Rejected

Assessed by

.....

Date

.....

day/month/year

Comments

.....  
 .....

**SECTION C:**

**TO BE COMPLETED BY INTERNATIONAL SERVICES**

Interview date

.....

Inteview - students counselled about:

Notes

.....  
 .....  
 .....

- the decision
- visa implications
- cancellation of enrollment
- refund from RMIT

Interviewed by

.....

**SECTION D:**

**TO BE COMPLETED BY INTERNATIONAL SERVICES**

- Semaphore: Comment added to browse screen noting student has been given release letter
- PRISMS: Course variation submitted to DIAC using the 'Student Left Provider (Transferred to a Course at another Provider)' criteria
- Course variation is printed and placed in Compliance folder
- All relevant documentation placed in student file

Actioned by ..... Date .....

day/month/year