



### Application for Cancellation of Enrolment

Student's Personal Details:			
<b>Full Name:</b>			
<b>Student ID:</b>			
<b>Course code and Name:</b>			
<b>Address:</b>			
<b>DOB:</b>			
<b>Email:</b>		<b>Mobile:</b>	

Please tick the reason for request:	
<input type="checkbox"/> Work Commitments <input type="checkbox"/> Medical Grounds <input type="checkbox"/> Staff quality inadequate <input type="checkbox"/> Transferred to another provider (provide admission documents) <input type="checkbox"/> Other _____	<input type="checkbox"/> Financial Circumstances <input type="checkbox"/> Insufficient study resources and facilities <input type="checkbox"/> Transferred to another course within BIT <input type="checkbox"/> Medical reasons
<p><b>Please approach the finance department for approval on this application prior to final submission. No cancellation will be approved while there are outstanding fees.</b></p> <p>International students must state the reason for cancelling their enrolment at Brighton Institute of Technology. BIT is obliged to report the cancellation to DHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.</p> <p>Additional Comments _____</p>	

**Student Declaration**  
 I have been informed and understand that cancelation of this enrolment might affect my Visa status. I have been informed to contact DHA for any visa related queries.

<b>Student Signature:</b>	<b>Date:</b>
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Office use Only:				
<b>Finance Approval</b>	Signature		Date	
<b>Request received</b>	Signature		Date	
<b>Request processed</b>	Signature		Date	
<b>Decision granted by:</b>	Signature		Date	
<b>Entered PRISMS</b>	Signature		Date	
<b>Entered TEAMS (Inc. results)</b>	Signature		Date	