

Application Early Completion of Study

Purpose:

This form is used by international students to request a formal completion of their enrolment in accordance with the RTO's Study Policy. It ensures that all changes to enrolment are documented, supported by evidence, and actioned in accordance with National Code Standard 9. The form also supports visa compliance by recording actions that may affect a student's enrolment status in PRISMS.

Instructions:

1. The student must complete all identification and contact details.
2. Tick the relevant box to indicate whether the application is for a deferment, suspension, or cancellation.
3. Clearly explain the reason for the request in the space provided. Attach all relevant supporting documentation.
4. Submit the completed form to the Administration Manager via the contact details listed.
5. Students are advised to review the International Student Deferment, Suspension and Cancellation of Study Policy and seek advice from the Department of Home Affairs regarding visa implications.
6. The form will be reviewed by the CEO or delegated authority, and the student will be notified of the outcome within five working days.

Student Request	
Name:	
Student number:	
Email:	
Mobile number:	
Course:	
I am applying for:	
<input type="checkbox"/> A Early Completion of my Course	

☐ Other

Please state why you wish to complete your Course Early :

Important information:

Attach any relevant supporting documentation to this application form.

This form will be assessed once all documentation has been received. The College may ask for more documentation if required.

Applications are usually processed within five working days.

Early Completion of course can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Home Affairs to seek advice on whether this will affect you.

Student Signature:	Date:	Date Received:
		Office Use Only

This form and supporting documentation should be submitted to:

Administration Manager: admin@sibn.nsw.edu.au

Office Use Only

CEO Decision

Name:		
Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Individual Study Plan		

Reason for decision:

Sign:	Date:

