



ACOT

AUSTRALIAN COLLEGE OF TRADE

Number:	VCID.SMS.10
Version:	2024 V2
Date of Issue:	Oct 2024
Student Category:	ALL

Application for Approval to Terminate, Cease or withdraw from Studies

Please note that if you terminate/cease/withdraw from your studies before course completion the College is required to report this to the Department of Home Affairs and the Department of Education via the PRISMS system within 14 days for **International Students** or to the Victorian Government via the SVTS data system within the month in which you have applied to cease your studies for **Skills First students**

Family name

Given Name(s)

Student ID # Unique Student Identifier (USI)

Residential Address

Date of Birth

Date of Application

Course Code Course Name

Course Code Course Name

Course Code Course Name

Please state the reasons for terminating/ceasing your studies

(Please attach documentation supporting your application and any additional information if insufficient space above)

Student's Signature: Date:

Office use only

Academic and financial status verified

Signature Authorising Officer: Date:

Approved by Director of Studies (or delegate):

Signature Authorising Officer: Date:

Approved by CEO (or delegate):

Signature Authorising Officer: Date: