

## Student Request to Finish Early Application Form

*Please note that requests to finish early are granted on a case by case basis and are subject to specific conditions. The processing time for this application is 10 working days.*

Personal Details:			
First Name(Given name):		Family Name(Surname):	
Date of Birth (dd/mm/yyyy):		Student ID:	
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Indeterminate <input type="checkbox"/>
Visa expiry date:			
Current CoE details:	Start date:	End date:	

Course details:	
Course code and name:	Trainer:
Reason for request:	
<p><b>Student Declaration:</b></p> <p>I hereby declare that I will meet all course requirements, including full payment of course fees, by the requested finish date.</p> <p>Requested finish date:</p> <p>Student Signature: _____ Date: _____</p>	

Administration Checklist:		
Please ensure the following can be approved before granting permission to finish early.		
Item	YES	NO
1. The trainer can confirm the student is able to complete course assessments by the requested finish date.	<input type="checkbox"/>	<input type="checkbox"/>
2. The student file is up-to-date and assessments have been recorded in VETtrak.	<input type="checkbox"/>	<input type="checkbox"/>
3. The student has a payment plan agreement in place and is able to make all payments on time.	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY	
Request to finish early application approved:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Approval made by:	Date:
Signature:	