

Early Course Completion Request Form

IMPORTANT INFORMATION - READ BEFORE LODGING

- A request for early course completion will be considered if Campbell Institute determines that the student has met satisfactory course progress and will meet the qualification requirements (as outlined in training.gov.au) ahead of the anticipated time and in accordance with the CoE for the course.
- Completing this form does not guarantee an early course completion. Students must still fulfil the qualification requirements outlined on training.gov.au for Campbell Institute to deem their course as complete in our system and PRISM.
- Where the early completion causes changes to the student start date(s) for the following course(s) with Campbell Institute, upon student agreement, a revised CoE will be provided to the student.
- Early Completion of the course will be granted or not granted in accordance with Campbell Institute's Course Completion Policy and Procedures. If you are not satisfied with the outcome of the application, refer to the Complaints and Appeals Policy and Procedure on the Campbell Institute website.
- Any change to your enrolment may have implications on your student visa and you are strongly advised to refer to the Department of Home Affairs (DHA) website at: <https://www.homeaffairs.gov.au/Trav/Stud/More/Changing-courses> or phone 131 881
- The processing time is 10 business days, from the date of receipt of a complete application.

Personal Details

Student Name:	Student ID:
Gender: Male ☐ Female ☐ Other ☐	Date of Birth:
Contact Email:	Contact Number:
Residential Address:	
Course Name:	
Course Start Date:	Course End Date:

Early Course Completion Request

Reason for Early Completion _____

When do you want to finish your course:

Checklist

- ☐ All fields of this Early Course Completion Request are completed.
- ☐ My fees are up to date.
- ☐ I have attached supporting documents (if applicable).
- ☐ I have attached copies of relevant supporting documentation that can be verified.

Student Declaration

- I have read and understood the Campbell Institute Course Completion Policy and Procedures.
- I am aware that any changes to my enrolment may affect my student visa and that I should seek advice from Department of Home Affairs (DHA).
- I take full responsibility for this decision and understand Campbell Institute will inform the relevant Government bodies and Departments of my decision to change my enrolment status.

Student Signature:

Date: _____

OFFICE USE ONLY

Application Receipt

Form Received By:

Form Received Date:

Acknowledgement of form receipt sent to Student:

☐

Yes

☐

No

Outcome:

☐

Approved

☐

Rejected

Comment (if applicable):

Record of outcome

Approved / Denied By

Name:

Position:

Officer's

Signature:

Date:

Emailed outcome to the student date:

Administration

Processed By:

Action Required:

☐

Study Plan Prepared

☐

Academic Department advised

☐

Learner Management System (Moodle) updated

☐

Student Management System (RTOManager) updated