

(Date)

(Name of recipient)  
(Address)  
(Suburb, Postcode, State)

Dear (insert recipient)

**Re: Formal Notice of Cancellation of Enrolment**

**Student details:**

|                                  |  |
|----------------------------------|--|
| <b>Name</b>                      |  |
| <b>Date of birth</b>             |  |
| <b>Government Student Number</b> |  |

This letter is to certify that the enrolment of (insert student name) at Alphington Grammar School has been cancelled.

Alphington Grammar School continues to be responsible for the welfare arrangements of (insert student name) until any of the following circumstances apply:

- the student has alternative welfare arrangements approved by another registered provider;
- care of the student by a parent or nominated relative is approved by Immigration;
- the student leaves Australia;
- the School has notified Immigration under Standard 5.3.6 of the *National Code (2018)* that it is no longer able to approve the Student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the Student.

(Insert student name) should be aware that a transfer to a different education provider may have Visa implications and it is advised that the student contacts the Department of Home Affairs office as soon as possible to notify them of a change in provider.

Please do not hesitate to contact me should you require any further information.

Yours sincerely,

Principal.