



STUDENT DETAILS

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|----------------------|---|
| Student Number: | Email: |
| Surname/Family Name: | (Email address must be provided in block letters) |
| Given Name(s): | Mobile: |
| Nationality: | Address: |
| Visa Type: | |

COURSE INFORMATION

Cancellation Effective Date: / /

Greenwich English courses you are or have been enrolled in:

General English Pronunciation in Context
 IELTS Preparation
 Cambridge: KET PET FCE FCE On-Demand CAE CPE
 English+ Creative Technology
 English for Business
 English for Vocational Studies (EVS)
 English for Academic Purposes (EAP)

Greenwich Management courses you are or have been enrolled in:

Certificate II in Workplace Skills Cert. IV in Project Management Practice
 Certificate IV in Business Diploma of Project Management
 Diploma of Business (Digital Transformation) Adv. Diploma of Program Management
 Cert. IV in Leadership and Management Cert. IV in Marketing and Comm.
 Diploma of Leadership and Mgmt. Diploma of Marketing and Comm.
 Advanced Dip. of Leadership and Mgmt. Diploma of Event Management
 Graduate Diploma of Management (Learning)

REQUEST

CANCELLATION EFFECTIVE DAY (FRIDAY)

Once approved, your enrolment will be cancelled indefinitely. If you are on student visa, you will need to enrol in another CRICOS registered institution or leave Australia within 28 days in order to comply with your visa requirements. **To be eligible to cancel your course, you need to satisfy each of the following requirements:**

Requirement 1

- You have completed at least 6 months of your primary course, OR
- You have compassionate or compelling reasons to discontinue your course (please provide evidence), OR
- You have been granted a new visa

Requirement 2

- You have applied to study at another CRICOS registered institution (please provide a copy of your Letter of Offer or eCOE), OR
- You have decided to leave Australia (please provide copy of your one-way flight ticket), OR
- You have attached a copy of your new visa.

Requirement 3

- You have paid all your tuition fees up until the cancellation effective date

Do you need a release letter? Yes No

REASON

Provide the reason for this request

* Compassionate reasons for course cancellations requests are defined as referring to the death of close family, serious and/or chronic psychosomatic or terminal disease and life threatening health condition or medical treatment. Additionally, major political upheaval or natural disaster in the home country requiring emergency travel and traumatic experience such as involvement in or witnessing of a serious accident or crime can be considered as compassionate and compelling reasons. All the above need to be supported by relevant documentation. * No outstanding fees at the time of submission.

DECLARATION

I understand and agree that:

- I will continue to attend classes as per usual, until I receive further information on the outcome of my application.
- Changes to my enrolment may affect the status and validity of my visa, and that I should contact the Department of Home Affairs for further information.
- My Enrolment Cancellation Request will be made in accordance with the Greenwich College Terms and Conditions of Enrolment.
- My agent will be informed about my intention to cancel my enrolment.

Signature

Date

OFFICE USE ONLY

| | | | | | |
|-------------|---------|--------|-----------|----------------|----------------------|
| Received on | Date | / | / | E-mail Sent | Release Letter Sent: |
| By | | | | Yes | Yes |
| Reason: | Approve | Reject | Signature | PRISMS updated | Not applicable |
| | | | | Yes | Signature |
| | | | | Not applicable | |
| | | | | STARS updated | |
| | | | | Yes | |
| | | | | Not Applicable | |
| | Date | / | / | | Date |
| | | | | | / |
| | | | | | / |