

STUDENT DETAILS

Student Number: _____	Email: _____ <small>(Email address must be provided in block letters)</small>
Surname/Family Name: _____	Mobile: _____
Given Name(s): _____	Address: _____
Nationality: _____	_____
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 Business Cert. IV in Project Management Practice

Certificate III in Business Diploma of Project Management

Certificate IV in Business Adv. Diploma of Program Management

Diploma of Business Cert. IV in Marketing and Comm.

Cert. IV in Leadership and Management Diploma of Marketing and Comm.

Diploma of Leadership and Mgmt. Diploma of Event Management

Advanced Diploma of Leadership and Management

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

* 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 form submission.

REASON

Provide the reason for this request

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
		PRISMS updated	Not applicable
		Yes	Signature
		Not applicable	
Reason: Approve Reject Signature		STARS updated	
		Yes	
		Not Applicable	
	Date / / _____		Date / / _____

greenwichcollege.edu.au | student.syd@greenwichcollege.edu.au | student.melb@greenwichcollege.edu.au