

STUDENT DETAILS

Student Number:

Surname/Family Name:

Given Name(s):

Nationality:

Visa Type:

Email:

(Email address must be provided in block letters)

Mobile:

Address:

COURSE INFORMATION

Cancellation Effective Date: / /

Greenwich English courses you are or have been enrolled in:

General English	eBusiness Pro English	Cambridge:
IELTS Preparation	Hospitality Pro English	KET
English for Business	PTE Test Preparation	PET
Study Groups Global Explorer		FCE
English for Vocational Studies (EVS)		FCE <i>On-Demand</i>
English for Academic Purposes (EAP)		CAE
Pronunciation in Context		CPE

Greenwich Management, Marketing & IT courses you are or have been enrolled in:

Diploma of Business (Digital Transformation)	Diploma of Marketing and Communication
Diploma of Leadership and Management	Diploma of e-Commerce
Advanced Diploma of Leadership and Management	Advanced Diploma of Marketing Automation
Graduate Diploma of Management (Learning)	Advanced Diploma of Information Technology
Certificate IV in Project Management Practice	Diploma of Information Technology
Diploma of Project Management	
Advanced Diploma of Program Management	
Certificate IV in Marketing and Communication	

Greenwich Hospitality courses you are or have been enrolled in:

Certificate IV in Kitchen Management
Diploma of Hospitality Management
Advanced Diploma of Hospitality Management

Health & Care courses you are or have been enrolled in:

Certificate III in Individual Support (Ageing & Disability)	Certificate III in Early Childhood Education and Care
Certificate IV in Ageing Support	Diploma in Early Childhood Education and Care
Diploma of Community Services (Case 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				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Reason:	Approve	Reject	Signature	PRISMS updated	<input type="checkbox"/> Not applicable
				Yes	Signature
				Not applicable	
				STARS updated	
				Yes	
				Not Applicable	
	Date	/	/		Date
					/
					/