

**STUDENT DETAILS**

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

Cambridge:

IELTS Preparation

KET

English+ Creative Technology

PET

English for Business

FCE

English for Vocational Studies (EVS)

FCE On-Demand

English for Academic Purposes (EAP)

CAE

Pronunciation in Context

CPE

**Greenwich Management courses you are or have been enrolled in:**

Certificate II in Workplace Skills

Graduate Diploma of Management (Learning)

Certificate IV in Business

Cert. IV in Project Management Practice

Diploma of Business (Digital Transformation)

Diploma of Project Management

Cert. IV in Leadership and Management

Adv. Diploma of Program Management

Diploma of Leadership and Mgmt.

Cert. IV in Marketing and Comm.

Advanced Dip. of Leadership and Mgmt.

Diploma of Marketing and Comm.

**Greenwich Hospitality courses you are or have been enrolled in:**

Certificate III in Commercial Cookery

Certificate IV in Kitchen Management

Certificate III in Hospitality

Certificate IV in Hospitality

Diploma of Hospitality Management

Advanced Diploma of Hospitality 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

\* 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.

Do you need a release letter?      Yes      No

**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								
By	Date	/	/					
Reason:	Approve	Reject	Signature					
				Date	/	/		