

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 IV in Kitchen Management
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

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