

# Application to Withdraw and Cancel Enrolment

## Important Information

This form applies to all students who seek to cancel their enrolment to withdraw from their course of study at Collarts. It should be read in conjunction with the following policies:

- Deferral, Suspension or Cancellation of Enrolment Policy
- International Student Transfer between Providers Policy
- Tuition Fee Refund Policy
- Grievance & Appeals Policy

International students on a student visa should be aware that cancelling their enrolment to withdraw from their course of study at Collarts may affect their student visa. Any changes to the enrolment as recorded in an international students Confirmation of Enrolment (CoE) will be reported to the Department Immigration and Border Protection (DIBP) via PRISMS in accordance with the *National Code 2007*. To check the conditions of a student visa please visit the DIBP website at <http://www.immi.gov.au/> or call 131 881.

An international student applying to cancel their enrolment to transfer to a course at another registered provider, and has not completed six months of their principal course of study at Collarts, should refer to the *International Student Transfer between Registered Providers Policy* which outlines the DIBP imposed conditions by which Collarts must abide in accordance with Standard 7 of the *National Code 2007*.

## The Application Process

A student wishing to voluntarily cancel their enrolment and withdraw from study at Collarts must submit this 'Application to Withdraw and Cancel Enrolment' form. Students are encouraged to seek an interview with the Student Progress Coordinator prior to lodging this form.

Collarts will assess and respond to all completed applications within ten working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. A longer time may be required during peak admission and enrolment times but the process will not exceed fifteen working days.

If successful in their application, Collarts will cancel the student's enrolment at Collarts but it is the student's responsibility to lodge an *Application for Fee Refund* in accordance with the *Tuition Refund Policy* and adhere to the timeframes for lodgement to avoid financial penalty.

## Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to Student Services by one of the following means:

In person: 208 Wellington Street, Collingwood if presenting supporting documentation as originals to be certified as copies by Collarts

By email: [support@collarts.edu.au](mailto:support@collarts.edu.au) if presenting supporting documentation as copies certified by a Justice of the Peace

Your completed application should be received by the Student Services as soon as practical but at least ten working days prior to the Commencement Date of the next trimester. Where the decision to cancel enrolment is made after the Commencement Date, the application should be lodged prior to Census Date to avoid any academic or financial penalty. Applications received after Census Date will not be entitled to the refund of tuition fees in accordance with the college **Tuition Fee Refund Policy**.


## Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the college *Deferral, Suspension or Cancellation of Enrolment Policy* and advise you of the outcome in writing within ten working days (or fifteen working days in peak admission and enrolment times).

If the application is approved, the student will receive *Notification of Cancellation of Enrolment Letter*. The subsequent change to enrolment of an international student will be reported to DIBP via PRISMS in accordance with *National Code 2007*.

## Privacy Statement

Collarts is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

<b>LODGEMENT RECEIPT</b>	
received by Collarts as a complete application for assessment	
<b>Collarts:</b> 	<b>Date:</b>  <b>Name:</b>
<b>Student Number:</b>	

**Please retain this copy as proof your application was submitted**

## Application to Withdraw and Cancel Enrolment

This form applies to students seeking to voluntarily cancel their enrolment to withdraw from their course of study at Collarts


<b>Personal Details</b>		
Collarts Student Number:	Family Name:	Telephone Number:
Address:	Given Name(s):	Date of Birth:
	Personal Email Address:	


<b>Collarts Course Details</b>	<input type="checkbox"/> I am a Domestic Student (Applicant) <input type="checkbox"/> I am an International Student (Applicant)
The Collarts course in which you are currently enrolled:	

<b>Details of Cancellation</b>	Do you wish to cancel your enrolment and withdraw from your course and all associated units?	Withdrawal Date (dd/mm/yyyy):
<input type="checkbox"/> Yes (please complete this form) <input type="checkbox"/> No (please see Student Services to vary your		

<b>Reasons for Cancellation</b>	
Please select the most relevant reasons for your decision to leave Collarts	
<input type="checkbox"/> Enrolment in a different program at Collarts	<input type="checkbox"/> Health problems
<input type="checkbox"/> Transferring to another Education Provider	<input type="checkbox"/> Work obligations
<input type="checkbox"/> Family obligations	<input type="checkbox"/> Dissatisfaction with the course
<input type="checkbox"/> Financial Difficulties	<input type="checkbox"/> Dissatisfaction with Collarts
<input type="checkbox"/> Relocation to a distant place	<input type="checkbox"/> Other

<b>Early Exit Award Application</b>		
Do you wish to exit with the Diploma Award	<input type="checkbox"/> Yes	<input type="checkbox"/> No
You need to have successfully completed the first two Trimesters of study to be eligible for this award.*Not applicable to Diploma of Entertainment Journalism students.		

<b>Student Declaration</b>	
<input type="checkbox"/> I have read the relevant <i>Tuition Fee Refund Policy and Deferral, Suspension or Cancellation of Enrolment Policy</i> .	
<input type="checkbox"/> I understand that this form should be submitted prior to Census Date to avoid any academic or monetary penalty. Submission after Census Date may mean that I remain liable for the fees incurred and my results will show as 'withdrawn with penalty'.	
<input type="checkbox"/> I understand that this form is not an <i>Application for Refund Form</i> . The Application for Refund form must be submitted separately.	
<input type="checkbox"/> I understand that if I wish to return to Collarts I will need to submit a new application to study.	
<input type="checkbox"/> I understand that after I cancel my enrolment I will lose access to the MyCollarts website, Student Portal and MyCollarts email.	
<input type="checkbox"/> <b>(International Students only)</b> I understand that it is my responsibility to check the implications of cancelling my enrolment on my student visa with DIBP prior to submitting this form. Submission of this form will result in the cancellation of the Confirmation of Enrolment which is linked to the student visa.	
I declare that the information provided by me is true and correct. I have read and understood the information contained on this form,	
	Date Signed (dd/mm/yyyy):

<b>Collarts Office Use Only:</b>		
<input type="checkbox"/> Application Checked for Completeness by Student	<input type="checkbox"/> Approval of Withdrawal Letter issued by Student Services	
<input type="checkbox"/> Exit Interview Conducted	<input type="checkbox"/> Student Management System Updated	
<input type="checkbox"/> Completed Application Assessed by Student Services	<input type="checkbox"/> Application, Assessment & Outcome Notification in Student File	
Staff Name:		Date Signed: (dd/mm/yyyy):