

## Withdraw & Cancel Enrolment Application Form

### Important Information

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

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

### 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.

### Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the Collarts *Deferral, Suspension or Cancellation of Enrolment Policy* and advise you of the outcome in writing within ten (10) working days.

If the application is approved, the student will receive *Notification of Cancellation of Enrolment Letter*.

### 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: To any Collarts campus reception or Student Services Office.

By email: [support@collarts.edu.au](mailto:support@collarts.edu.au)

### 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.

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

Please retain this cover sheet for your records.

## Withdraw & Cancel Enrolment Application Form

### PERSONAL DETAILS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Program: \_\_\_\_\_

### DETAILS OF CANCELLATION

Withdrawal Date: \_\_\_\_\_

Please select the most relevant reason/s for your decision:

<input type="radio"/> Transferring to a different program	<input type="radio"/> Health problems
<input type="radio"/> Industry employment	<input type="radio"/> Work obligations
<input type="radio"/> Family obligations	<input type="radio"/> Dissatisfaction with the course
<input type="radio"/> Financial difficulties	<input type="radio"/> Dissatisfaction with Collarts
<input type="radio"/> Relocation to a distant place	<input type="radio"/> Other

If other selected above please detail briefly below

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Early Exit Award Application (if applicable)

<input type="radio"/> Do you wish to exit with the Diploma Award?	<input type="radio"/> Yes <input type="radio"/> No
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### AUTHORISATION

- ☐ I declare that the information provided by me is true and correct. I have read and understood the information contained on this form, at the **Tuition Fee Refund Policy & Deferral, Suspension and Cancellation of Enrolment Policy** as published in the Collarts Student Handbook.
- ☐ I understand that I will remain liable for all unit enrolment fees, as outlined on my Commonwealth Assistance Notice (CAN), if this form is not received by Collarts by the relevant trimester census date.
- ☐ I understand that this form is not an Application for Fee Refund Form and that if required, I will need to submit this separately.
- ☐ I understand that after I cancel my enrolment I will lose access to the MyCollarts &/or Canvas website, Student Portal & MyCollarts email.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Staff Name: _____	<input type="radio"/> Approved	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
	<input type="radio"/> Declined		