

Student Details

Student Number _____

Family Name _____

First Name (s) _____

Visa Type _____

Email _____

(Email address must be provided in block letters)

Mobile _____

Address _____

Course Information

Cancellation/Suspension Effective **Start Date** dd / mm / yyyy

Cancellation/Suspension Effective **End Date** dd / mm / yyyy

Name or courses you are or have been enrolled in:

- ☐ English for Vocational Courses (EVS)
☐ English for Academic Purposes (EAP)
☐ Cambridge: ☐ On-Demand ☐ KET ☐ PET ☐ FCE ☐ CAE ☐ CPE
☐ English for Business
☐ English+ Creative Technology
☐ General English
☐ IELTS Preparation
☐ Pronunciation in Context

- ☐ Certificate II + III in Business
☐ Certificate IV in Business
☐ Certificate IV in Leadership and Management
☐ Certificate IV in Project Management Practice
☐ Certificate IV in Marketing and Communication
☐ Diploma of Business
☐ Diploma of Leadership and Management
☐ Diploma of Project Management
☐ Diploma of Marketing and Communication
☐ Diploma of Event Management
☐ Advanced Diploma of Leadership and Management
☐ Advanced Diploma of Program Management

REASON

Provide the reason for this request

DECLARATION

I understand and agree that:

- 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/Suspension 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 / suspend my enrolment

Request

1.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

2.SUSPENSION EFFECTIVE DAY (MONDAY)

Once approved, your studies will be put on hold on the grounds of compassionate or compelling circumstances. You will not be marked absent from your classes and you may return to study after advising the college of the date of your return.

To be eligible to suspend your course, you need to satisfy each of the following requirements:

Requirement 1

- ☐ You have compassionate or compelling reasons to temporarily suspend your course (Please provide evidence)

Requirement 2

- ☐ You are planning to resume your course within 6 months or your course end date is less than 6 months from the date of completing this form

Requirement 3

- ☐ You have paid all your tuition fees including the following payment due after the suspension effective date

* Compassionate reasons for cancellations and/or course suspension 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.

dd / mm / yyyy

Signature _____

Date _____

Office use only

Received on _____

Date _____

By _____

☐ Approve

☐ Reject

Reason _____

Signature _____

Date _____

E-mail Sent to agent upon receiving the form

☐ Yes ☐ No

STARS updated

☐ Yes

☐ Not applicable

PRISMS updated

☐ Yes

☐ Not Applicable

Release Letter Sent:

☐ Yes

☐ Not applicable

Signature _____

Date _____