



2020 REQUEST FORM ENROLMENT CANCELLATION/SUSPENS

STUDENT DETAILS Student Number: Surname/Family Name: Given Name(s): Visa Type: Email: (Email address must be provided in block letters) Mobile: Address: **COURSE INFORMATION** Cancellation/Suspension Effective Start Date Cancellation/Suspension Effective End Date Name or courses you are or have been enroled in:

General English

Pronunciation in Context

IELTS Preparation

Cambridge: KET PET FCE FCE On-Demand CAE

English+ Creative Technology

English for Business

English for Vocational Courses (EVS)

English for Academic Purposes (EAP)

Certificate II in Business

Certificate 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

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

CPF

You have paid all your tuition fees up until the cancellation effective date

Do you need a release letter? Yes Nο

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 temporaly 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

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.

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

Signature								Date		
OFFICE USE ONLY										
Received on By			Date	/	1	E-mail Sent Yes PRISMS updated	Release Letter Sent: Yes Not applicable			
Reason:	Approve	Reject	Signature			Yes Not applicable STARS updated Yes	Signature			
			Date	1	1	Not Applicable	Date	/	1	

greenwichcollege.edu.au

student.syd@greenwichcollege.edu.au

student.melb@greenwichcollege.edu.au

NSW 2010, Australia | **t** +61 2 8317 0502

NORTH SYDNEY CAMPUS