

## CANCELLATION OR RELEASE LETTER APPLICATION FORM (International Student)

- Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.
- Please ensure that supporting documents are attached with this application.

Personal Details			Contact Details		
Student No.:			Email Address:		
Given Name:			Mobile Phone No:		
Family Name:			Address:		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female			Post Code:	
Date of Birth:	/ /		USI No.:		
Course Code & Name:					
<b>A. I WISH TO CANCEL FROM ALL MY STUDIES:</b>					
<input type="checkbox"/> 1. As from the submission date of this form OR <input type="checkbox"/> 2. At the conclusion of the current training period					
<b>B. HAVE YOU ATTENDED ANY CLASSES IN THIS TRAINING PERIOD?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, what was the last date you attended classes? _____/_____/_____					
<b>C. REASON FOR CANCELLATION</b>					
<input type="checkbox"/> 1. Medical issues		<input type="checkbox"/> 5. Cannot keep up with study load		<input type="checkbox"/> 9. Obtained employment	
<input type="checkbox"/> 2. Low assessment results		<input type="checkbox"/> 6. Accommodation issues		<input type="checkbox"/> 10. Personal/ family problems	
<input type="checkbox"/> 3. Loss of interest in course		<input type="checkbox"/> 7. Financial issues		<input type="checkbox"/> 11. Other	
<input type="checkbox"/> 4. Transfer to another institution/ provider		<input type="checkbox"/> 8. Support Services not adequate			
<b>COMMENTS</b> _____					
<b>D. ARE YOU REQUESTING FOR A RELEASE LETTER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
Supporting document attached			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>DECLARATION</b>					
<p>"I understand that my cancellation of studies will be reported to the ESOS Agency and Department of Home Affairs (DHA) Immigration and Citizenship. I, hereby declare that all the information provided in this form is true and correct. I am also aware that the decision to cancel my enrolment may affect my Student visa. I understand that I will forfeit my place in this course if I withdraw and will be required to apply for readmission if I wish to continue my studies at a later date. I understand I will not be entitled to a refund of fees paid to the College if this cancellation form is lodged on or after the relevant start dates. I authorise Melbourne City College Australia to withdraw me from all studies at the College, effective from the date specified above. If my cancellation application is rejected then I understand that I have the option to appeal this decision within 20 working days after receiving the notification (Refer to the Colleges Complaints and Appeals Policy and Procedure)"</p> <p>I declare that the information I have provided is true and correct. I understand that the submission of this form has no bearing on my financial relationship with the Melbourne City College Australia, or modify any fees owing.</p>					
_____ <b>Student Signature</b>			_____/_____/_____ <b>Date</b>		

**Note:**

Cancellation of enrolment applications will be accepted only if they are made in writing, on this form or by email or post, signed by the student and sent to the College. Cancellation of enrolment may trigger a refund arrangement as per the Written Agreement between the College and the student. Students who cancel their enrolment and believe they are eligible for a refund must also apply for a refund. Refund applications must be made in writing to the College. The student Refund Application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds that are payable will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated. The full Fees and Refund Policy and Procedure is available on the website at: <http://www.melbournecitycollege.edu.au>

If approved, the College will report your cancellation to the ESOS Agency and Department of Home Affairs (DHA) Immigration and Citizenship which may affect the status of your Visa. If you require more information as to how this action may affect your Visa status, please contact your local Department of Home Affairs Immigration and Citizenship office or phone the DHA helpline 131 881.

**We will respond to your application within 10 working days.**

**FOR OFFICE USE ONLY**

Student Cancellation Approved		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Release letter/Rejection letter provided to student		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the cancellation application was rejected, was the student provided with the complaints and appeals policy and procedure?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments: _____			
Date:			
Name:		Supporting documents attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		PRISMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signature:		Notification to student attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Wisenet Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			

N/A = not Applicable