Level 9, 120 Spencer Street
Melbourne Victoria 3000, Australia
Phone: +61 3 9614 8422 Fax: +61 3 8692 2805
Email: info@melbournecitycollege.edu.au
Website: www.melbournecitycollege.edu.au

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.**

Date (DD/MM/YYYY): / /	Email Address:
Student No.:	Mobile Phone No:
Given Name:	Address:
Family Name:	
Gender: ❑ Male ❑ Female	
Date of Birth : / /	USI No.:
Course Code & Name:	

A. I WISH TO CANCEL FROM ALL MY STUDIES:

❑ 1. As from the submission date of this form OR
❑ 2. At the conclusion of the current training period

B. HAVE YOU ATTENDED ANY CLASSES IN THIS TRAINING PERIOD? ❑Yes   ❑No

If yes, what was the last date you attended classes? _____/_____/_____

C. REASON FOR CANCELLATION

❑1. Medical issues	❑5. Cannot keep up with study load	❑9. Obtained employment
❑2. Low assessment results	❑6. Accommodation issues	❑10. Personal/ family problems
❑3. Loss of interest in course	❑7. Financial issues	❑11. Other
❑4. Transfer to another institution/ provider	❑8. Support Services not adequate	

COMMENTS_____

D. ARE YOU REQUESTING FOR A RELEASE LETTER?❑Yes   ❑No

Supporting document attached	☐ Yes ☐ No ☐ N/A

DECLARATION

"I understand that my cancellation of studies will be reported to the Department of Immigration and Border Protection (DIBP). 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)"

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.

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_____   _____/_____/_____

Student Signature   Date

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's Director of Studies. Cancellation of enrolment may trigger a refund arrangement as per the Written Agreement between the College and thestudent. 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's Chief Executive Officer. 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 DIBPwhich 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 DIBP office or phone the DIBP helpline 131 881.

We will respond to your application within 10 working days.

FOR OFFICE USE ONLY			
Student Cancellation Approved	☐ Yes	☐ No	
Release letter/Rejection letter provided to student	☐ Yes	☐ No	
If the cancellation application was rejected, was the student provided with the complaints and appeals policy and procedure? Comments: _____	☐ Yes	☐ No	

Date:			
Name:		Supporting documents attached	☐ Yes ☐ No☐ N/A
		PRISMS Updated	☐ Yes ☐ No ☐ N/A
Signature:		Notification to student attached	☐ Yes ☐ No ☐ N/A
		Wisenet Updated	☐ Yes ☐ No ☐ N/A
Comments:			

N/A = not Applicable

Cancellation or Release Letter Application Form
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Melbourne City College Australia
CRICOS: 03592B RTO No: 45140
ABN: 77 602 164 625
Melbourne City College Pty Ltd trading as
Melbourne City College Australia