



## CANCELLATION OR RELEASE LETTER APPLICATION FORM

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

<b>Personal Details</b>			
Student ID:			
Student Name:			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:	/ /	USI Number:	
Course Name:			

<b>Contact Details</b>			
Mobile:		Email Address:	
Address:			
		Post Code:	

<b>A. I WISH TO CANCEL FROM ALL MY STUDIES:</b>
<input type="checkbox"/> 1. As from the submission date of this form
<input type="checkbox"/> 2. At the conclusion of the current training period

<b>B. HAVE YOU ATTENDED ANY CLASSES IN THE TRAINING PERIOD?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the last date you attended classes? <span style="float: right;">Date: / /</span>

<b>C. REASON FOR CANCELLATION</b>		
<input type="checkbox"/> Medical issues	<input type="checkbox"/> Cannot keep up with study load	<input type="checkbox"/> Obtained employment
<input type="checkbox"/> Low assessment results	<input type="checkbox"/> Accommodation issues	<input type="checkbox"/> Personal / Family problem
<input type="checkbox"/> Loss of interest in course	<input type="checkbox"/> Financial Issues	<input type="checkbox"/> Support service not adequate
<input type="checkbox"/> Transfer to another institution / Provider		
Name of Institution: _____		
Course: _____ Expected Commencement: / /		
<input type="checkbox"/> Any other: _____		



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

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

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 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'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 DIBP 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 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	<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 student cancellation application was rejected, was the student provided with the complaints and appeals policy and procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supporting documents attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Notification to student attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
PRISMS Update	<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:

Name:

Approved Signature: .....

Date: / /