APPLICATION FOR CANCELLATION / WITHDRAWAL

Student Information

Student Name _____ Student ID _____

Email _____ Mobile _____

Course enrolled in _____

I would like to terminate my current and future enrolment/s from _____ (date of cancellation)

Reason for cancelling enrolment(s)

- ☐ I am completing my course earlier.
- ☐ I am leaving Australia permanently (attach copy of one-way flight ticket).
- ☐ I have applied for a new visa (attach copy of the application and DIBP acknowledgement).
- ☐ My visa application was rejected or refused (attach copy of refusal letter & one-way flight ticket - applies to onshore student only)
- ☐ Other _____

Reason for withdrawing enrolment(s)

- ☐ I am transferring to another education provider (a letter of offer must be attached).

  Reason: _____
- ☐ Do you need a release letter? (If you have completed 6 months in your principal course, you do not need a release letter to transfer to another education provider).

Student Declaration *(please read and sign below)*

I was informed by Student Services of the Enrolment Cancellation/Student Transfer out of GBC policy. I understand and agree to the conditions of this policy. I am fully aware that the Immigration department will be informed of this variation and that it may affect my student visa. I am also aware of the consequences of cancelling my enrolments before a new visa is granted.

All due fees and admin fee $250 must be paid and library books must be returned before application approved.

_____ _____ _____ _____ ☐ APPROVED

Student Signature Date General Manager Signature Date ☐ NOT APPROVED

☐ *Letter of Offer from another provider attached for withdrawal request*

OFFICE USE ONLY

APPROVED	NOT APPROVED
☐ Payment record up to date	☐ Send refusal letter
☐ Complete course variation in PRISMS for current and future course	
☐ Cancel current and future enrolments in RTO Manager	
☐ Cancel future invoices in RTO manager	
☐ Send withdrawal approval letter/release letter	
☐ Suspend user account in RTO and AdManager	

☐ *This form is scanned and saved in the student folder.*

Staff Signature _____ Date _____

Captain Cook Institute Pty Ltd trading as George Brown College • Level 4, 56-58, York Street, Sydney NSW 2000 • +612 9279 4949 • info@georgebrown.nsw.edu.au

RTO No: 91707 CRICOS: 03208D ABN 94 134 836 454