Captain Cook Institute Pty Ltd trading as
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Cancellation of Enrollment

Name:	**Cancellation of Enrollment**
Approved by:	PEO
Date Approved:	24 August 2023
Implementation Owner	General Manager – George Brown College
Maintenance Owner	General Manager – George Brown College
Review Date	24 August 2024

It is a condition of the student visa that student must be enrolled in a full-time course of the same or higher AQF level than the AQF level of the course on which the student visa was granted. The Registered training organisation must be registered on The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and the course should also be listed on CRICOS.

Student Initiating Cancellation

Students wishing to cancel their enrolment and will not enroll in any other course with any other course provider must complete an 'Application for Cancellation/Withdrawal" request form and submit it to student services staff with the required documents.

Overseas students wishing to cancel or withdraw their enrolment must provide:

- A copy of the student's lodgment or grant of new visa to confirming no need of keeping student enrolled (that is currently in effect)
- A one-way flight ticket (if returning home or moving to a new country)

Please note: A student will not be granted permission to cancel if relevant documentation has not been provided and the College does not believe the course of action is within the student's best interest or if the student has an Intention to Report in effect. Furthermore, any owing or outstanding tuition fees must be paid and up to date.

A letter confirming the outcome of the application should be sent by the College to the student within 10 working days from the date of the complete application being received.

Please refer to the Student handbook on our website for additional fee details related to 'Application for course cancellation or withdrawal'.

Provider Initiated Cancellation

Where the student's misconduct is severe, the College has the right to cancel their enrolment.

GBC may suspend or cancel a student's enrolment including, but not limited to, on the basis of:

- The student's failure to pay an amount he or she was required to pay the registered provider to undertake or continue the course as stated in the written agreement
- A breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

If GBC initiates a suspension or cancellation of the overseas student's enrolment, before imposing a suspension or cancellation GBC will:

- Inform the overseas student of that intention and the reasons for doing so, in writing

- Advise the overseas student of their right to appeal through the provider's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- Inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa
- Report the change to the overseas student's enrolment under section 19 of the ESOS Act.
- The suspension or cancellation of the overseas student's enrolment under Standard 9.3 cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Such students are given 20 working days to access the College's 'Complaints & Appeals Policy.' Failing an appeal, overseas students are then reported to the Department of Home affairs (DHA).

Please note: Where the student breaches George Brown College policies, no refund is payable.

Change history

Version	Approval date	Review by	Approved by	Change
V.4	1 November 2019	General manager	PEO	Development of policy
V.5	24 August 2023	General manager	PEO	Development of policy