

The University of Sydney Preparation Programs

CHANGE OF ENROLMENT Cancellation Form (College use)

College to complete	
Family name (as shown in the passport):	
Given name(s) (as shown in the passport):	
Student number:	Student under 18: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate below: - current accommodation arrangement: Homestay <input type="checkbox"/> Unilodge <input type="checkbox"/> Scape <input type="checkbox"/> Iglu <input type="checkbox"/> Other <input type="checkbox"/> - current visa type: Student visa <input type="checkbox"/> Temporary resident <input type="checkbox"/> Permanent resident <input type="checkbox"/>
Date of birth:	
Email address:	
Mobile phone:	
Current (NSW) address:	
Current Course:	
Packaged university degree:	
Has the student and/or parent(s)/legal guardian(s)/caregiver been notified? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has the student and/or parent(s)/legal guardian(s)/caregiver been advised to contact DHA? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please select one of the following reason(s) for cancelling the student's enrolment: <input type="checkbox"/> Academic misconduct <input type="checkbox"/> Failure to pay tuition fees <input type="checkbox"/> Failure to re-enrol (continuing students) <input type="checkbox"/> Non-academic misconduct <input type="checkbox"/> Non-commencement (new students) <input type="checkbox"/> Unsatisfactory attendance <input type="checkbox"/> Unsatisfactory course progress <input type="checkbox"/> Other	
Bursar/Associate Bursar to complete	BID:
Fees paid:	Fees due/overdue:
Comments:	
Bursar's signature _____ Date: _____	
Accommodation Coordinator to complete	
Student living in Homestay/Student accommodation: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete below.	
<input type="checkbox"/> Completed homestay move-out procedure	Student move out date: ____ / ____ / ____
<input type="checkbox"/> Completed student accommodation move-out procedure	Student flying out date: ____ / ____ / ____
<input type="checkbox"/> Others (please specify): _____	If student under 18: Caregiver was informed on: ____ / ____ / ____ Parents/legal guardians were informed on: ____ / ____ / ____
Accommodation Coordinator signature: _____ Date: _____	

Assistant Director Student Experience to complete						
Attendance:		Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	NEC* issued <input type="checkbox"/>	NIR issued <input type="checkbox"/>	Date: _____
Academic progress:		Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	NEC issued <input type="checkbox"/>	NIR issued <input type="checkbox"/>	Date: _____
Do you support this cancellation request? Yes <input type="checkbox"/> No <input type="checkbox"/>						
<input type="checkbox"/> Cancellation (e.g. returning home)						
Tick the following if received:						
<input type="checkbox"/> Air ticket (required for student visa holders who are not changing to a different provider and who are leaving the country) - flying out on:						
<input type="checkbox"/> Written parental/legal guardian notification if under 18						
Maths and English lists updated:						
<input type="checkbox"/> Yes <input type="checkbox"/> No						
Comments:						
Last day at the College: ___/___/___						
Assistant Director of Student Experience's signature: _____ Date: ___/___/___						
Cancellation to take effect on: ___/___/___						
College Director to complete						
Has the student attended 6 months of the principal academic course?		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Are there exceptional circumstances?		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Have internal and/or external appeals completed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Has the cancellation been reported* to DHA within required timeframes and prior to issuing applicable refunds?		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Refund due?		As per refund policy <input type="checkbox"/>	No <input type="checkbox"/>			
Has CAAW been received from the new provider if the student is under 18?		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Comments:						
Application approved: Yes <input type="checkbox"/> No <input type="checkbox"/>						
College Director's signature: _____ Date: ___/___/___						
OFFICE USE ONLY						
Office staff	Comment			Signature	Date	
Library	Books returned	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	Fines paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Bursar/ Assistant Bursar	Locker tidy and lock returned	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	TCS fees reallocation	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Administration	Reported on PRISMS through SCV**	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	Confirmed on VEVO student is offshore as per flight details	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	(If under 18) CAAW cancelled	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	Notified student re enrolment status	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	Notified USyd re enrolment status	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	Emailed Student Support Team to remove student from attendance list	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	(If under 18) Confirmed with Student Support Team that student is with parents/legal guardians	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

* Notice of Enrolment Cancellation

**Once cancellation is finalised, a student's cancelled enrolment must be reported to DHA via PRISMS within the following timeframes:

Under 18 years – within 14 days

All other students – within 31 days.