



# CHANGE OF ENROLMENT Cancellation Form (College use)

<b>College to complete</b>	
Family name (as shown in the passport):	
Given name(s) (as shown in the passport):	
Student number:	<b>Student under 18:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate below: <b>- current accommodation arrangement:</b> Homestay <input type="checkbox"/> Scape <input type="checkbox"/> Iglu <input type="checkbox"/> Other <input type="checkbox"/> <b>- current visa type:</b> 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:	
If U18 - Has the student and/or parent(s)/legal guardian(s)/caregiver been notified? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If U18 - Has the student and/or parent(s)/legal guardian(s)/caregiver been advised to contact DHA? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Please select one of the following reason(s) for cancelling the student's enrolment:</b> <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"/> Unsatisfactory attendance <input type="checkbox"/> Unsatisfactory course progress <input type="checkbox"/> Other, please specify: _____	
<b>Finance Officer (or Delegate) to complete</b>	
Fees paid:	Fees due/overdue:
Comments:	
Finance Officer's (or Delegate) signature _____ Date: _____	
<b>Student Records Administrator to complete</b>	
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: _____
<b>Tick the following if received:</b> <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 (Date): _____ <input type="checkbox"/> VEVO checked location and date: _____	
Comments:	
Last day at the College (last day of class): ____ / ____ / ____	

<b>College Director (or Delegate) to complete</b>		
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"/>
<b>Comments:</b>		
<b>College Director's (or Delegate) signature:</b> _____ <b>Date:</b> ____ / ____ / ____		

\* 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.