

Cancellation of Enrolment Form

Student Details

Fill in student details

Student ID :			
Student name:		Date:	
Phone:		Mobile:	
Address:		Post Code:	
DOB:		Email:	

Cancelation Details

I, _____ wish to cancel my enrolment due to the following reason:

- Attend another provider – complete section below
- Return to home country
Please attach airline ticket, and evidence for your personal request to cancel your student visa submitted to the DIBP ([Form 1194](#))
- Change of visa status (please attach copy of your new visa)
- Other - Please specify:

Please submit your cancellation together with attached evidence for the chosen reason

The request to cancel my enrolment applies to the following Course/s:

Course Name :			
Course Code:		Commencement Date:	
Last day attendant class :			
Effective:	<input type="checkbox"/> Immediately <input type="checkbox"/> At this date:		

Student Declaration:

I am aware that:

1. I will need to submit a new enrolment application to study at Envirotech the above course if I wish to resume studies at a later date.
2. I will have to pay a cancellation fee in a total of \$100 that must be paid for the cancellation process finalisation.
3. The calculated cancellation date for refund and other calculation purposes is from the date this completed and signed form was submitted to Envirotech together with all required evidence.

Student signature:		Date:	
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When your enrolment has been cancelled and the Department of Immigration and Border Protection (DIBP) informed, you will be issued with a CoE (Confirmation of Enrolment) cancellation notice via email.

Please Note: Complete the following section **ONLY** if you wish to transfer to another education provider and if you require a letter of release. A letter of release is not required if the course you enrolled has been cancelled. Your application request will be assessed according to Envirotech Policies and procedures.

Transfer to another provider - Request Detail:

Requests will not be processed until supporting documents are provided.

New Education Provider Name:			
Course Name :		Course Commencement:	/ /

You will have to provide the following evidence for Envirotech to be able to process your application request:

1. A copy of a valid enrolment offer letter with an approved provider
2. A letter explaining the reasons for your transfer request.

Envirotech has the right to refuse **students release requests made within the first six (6) months of their**

Principal course. Please refer to Envirotech Policies and Procedures Manual or your Student Handbook

For office use only

Decision

Approved? Yes No

Reason :

SP list updated with details Yes No

Date Letter Issued to Student:

Signature _____ Staff full name

Date: