

Enrollment Cancellation Form

☐ Australian International Student ☐ Off-Shore Student

Student Name: _____

Student ID: _____ **Date of Birth:** _____

Address: _____

Contact No. (Ph.) _____ **(Mobile)** _____

Email: _____

International students must state the reason for cancelling their course at Times College Pty Ltd trading as Times International College because Times International College is obliged to report the cancellation to the Department of Home Affairs (DHA). Also, all supporting documents should be attached with this form. Please refer to the Fee Payment and Refund Policy at our reception and/or on our website www.timescollege.vic.edu.au

Please choose the courses below for the cancellation.

SELECT COURSE	COURSE CODE	QUALIFICATION	CRICOS COURSE CODE
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery	114128C
<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management	114129B
<input type="checkbox"/>	SIT50422	Diploma of Hospitality Management	114130J
<input type="checkbox"/>	SIT60322	Advanced Diploma of Hospitality Management	114131H
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management	114132G

Please specify the reason for cancellation of your enrolment:

If enrolment is being cancelled based on Transfer between another provider, please refer to the section below:

Transfer to another provider -Request Detail:

Requests will not be processed until supporting documents are provided.

You will have to provide the following evidence for Times International College 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.

Times International College has the right to refuse students' release requests made within the first six (6) months of their Principal course. Please refer to Transfer between provider policy or your Student Handbook available on Times International College website www.timescollege.vic.edu.au

Student Declaration

- I understand that when enrolment cancellation taken place, I need to seek advice from Immigration department on the potential impact on his or her student visa.
- I am aware that I have the right to make complaints and/or appeals by accessing Times International College complaints and appeals policy available on Times International College website.

Student's Signature: _____ Date: _____

For Office Use Only

Received by: _____

Sign: _____ Date: _____

If enrolment is cancelled based on transfer between providers (complete the sections below)

Decision

Release approved? ☐ Yes ☐ No

Reason: _____

Comments (If any) _____

Date Letter Issued to
Student: _____

Staff full name: _____

Signature: _____

Date: _____