

## Application to Cancel Enrolment

Please read the information and complete all relevant pages of this form, sign the declaration, and submit this form in person at States College Australia reception counter or via email: [info@states.edu.au](mailto:info@states.edu.au)

You must refer to your Student Agreement for the States College Australia Fees and Refunds Policy to confirm if you are liable to pay any course fees or eligible to apply for refund.

Only form cancellation requests will be considered.

### Student Details

Title:	
First Name:	
Middle Name:	
Last Name:	
Date of Birth:	
Mobile:	
Email:	
Alternative Email:	
Address:	Building Name:
	Unit Name:
	Street:
	Suburb/Town:
	State:
	Postcode:
	Country:
Course Code	
Course Name	

### Details for the Request

Course / Qualification Code	Course / Qualification Name

<b><i>Provide details when do you want to cancel your enrolment.</i></b>	
Date effective from:	

<b>Provided the reasons for your request:</b>	
<b>Supporting Documents</b>	<i>Your request will only be considered if you have provided evidence of the reasons for your request. Please list the documents attached:</i>

**Release Request (*International Student only*)**

*Complete this section only if you wish to transfer to another registered provider and require to be released from States College Australia. You must attach a Letter of offer from new training provider. Refer to Overseas Student Transfer Policy on States College Australia Student Portal for more details.*

<p><b>Reasons for Release Request</b></p>	<p>States College Australia has cancelled or no longer offers the program</p> <p>Do not meet the requirements for entry into the program (academic /English language)</p> <p>Sponsor related considerations</p> <p>Compassionate or compelling reasons (explain below)</p> <p>Others - please explain</p>
<p><b>Supporting Documents</b></p>	<p>You must provide the following documents to support your release request. Please tick to indicate the documents provided.</p> <p>Letter of offer from new training provider</p> <p>Support documents - providing information to support reason provided above</p> <p>Personal statement explaining reason for release request</p> <p>Others - please indicate</p>

## Student Declaration

*I understand and agree that:*

- any change to my enrolments at States College Australia (CoEs for Overseas Students) is not finalised until my complete application has been received and approved by States College Australia. I will be advised in writing of the outcome of my completed application within ten (10) business days.
- it is my responsibility to ensure that States College Australia has my current contact details. States College Australia will not be responsible for delays in responding to my request if I change my contact details and do not notify States College Australia of this;
- if there are any due or outstanding fees or charges (according to my student agreement), I am still liable to pay those. States College Australia may approach debt collection agencies and/or credit bureaus to recover outstanding debts if I fail to do so;
- I declare that my application for cancellation of enrolment and/or my request for release is for genuine reasons and that I have attached the required documentation to support my application. I declare that the information I have provided is true and correct.

*Applicable to Overseas Students only:*

- I understand and accept that the approval of my request for enrolment cancellation and/or request for release may affect my current student visa and that States College Australia will be advising the Department of Home Affairs (DHA) of changes to my enrolment with States College Australia.

<b>Student Name:</b>			
<b>Student Signature:</b>		<b>Date:</b>	

## Office Use Only

<b>Cancellation Request Accepted / Rejected</b>			
<b>Is the Cancellation request accepted</b>	Yes		No
<b>If rejected provide reasons:</b>			
<b>Position:</b>		<b>Signature:</b>	<b>Date:</b>
<b>Student informed of the outcome</b>	Yes		No
<b>Position:</b>		<b>Signature:</b>	<b>Date:</b>