

F07 ENROLMENT CANCELLATION REQUEST FORM

Student's Details:			
Full Name:			
Student ID:			
Course Name:			
Current Enrolment Status:			
Address:			
Email:		Mobile:	
Please tick the reason for request:			
<input type="checkbox"/> Work Commitments <input type="checkbox"/> Financial Circumstances <input type="checkbox"/> Course content not satisfactory <input type="checkbox"/> Insufficient study resources and facilities <input type="checkbox"/> Inadequate staff quality <input type="checkbox"/> Transferred to another course <input type="checkbox"/> Transferred to another provider (provide admission documentation) <input type="checkbox"/> Medical Reason <input type="checkbox"/> Other _____			
<p>Note: Please approach the finance department for approval on this application prior to final submission. This is not a release request form. Release Request Form must be filled to request release from your enrolment.</p> <p>International students must state the reason for cancelling their enrolment at Queensberry College of Vocational Education. QCVE is obliged to report the cancellation to DoHa (Department of Home Affairs). All supporting documents should be attached with this form. Please refer to Refund Policy for any applicable refunds.</p> <p>Additional Comments: _____</p>			
Student Declaration			
<p>I understand that I have been informed that cancelation of this enrolment might affect my Visa status. I have also been informed to contact DoHA for any Visa related queries.</p>			
Student Signature:			Date:
Office Use only			
Finance Department Approval		Date	
Request received by		Date	
Student Enrolment Status (Commenced/Not Commenced)		If Commenced, Last Class Attended	
CoE Cancelled by		Date	