

Note:

Cancellation of enrolment applications will be accepted only if they are made in writing, on this form or by email, fax or post, signed by the student and sent to the College's Director of Studies. Cancellation of enrolment may trigger a refund arrangement as per the Written Agreement between the College and the student. Students who cancel their enrolment and believe they are eligible for a refund must also apply for a refund. Refund applications must be made in writing to the College's Chief Executive Officer. The student Refund Application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds that are payable will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated. The full Fees and Refund Policy and Procedure is available on the website at:
<https://www.einsteinCollege.vic.edu.au/pdfs/Fees-and-Refund-Policy-and-Procedures.pdf>

If approved, the Einstein College will report your cancellation to DIBP which may affect the status of your Visa. If you require more information as to how this action may affect your Visa status, please contact your local DIBP office or phone the DIBP helpline 131 881.

We will respond to your application within 10 working days.

FOR OFFICE USE ONLY			
Student Cancellation Approved		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Release letter/Rejection letter provided to student		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the cancellation application was rejected, was the student provided with the complaints and appeals policy and procedure?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments: _____			
Date:			
Name:		Supporting documents attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		PRISMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signature:		Notification to student attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Wisenet Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			

N/A = not Applicable