Level 9, 310 King Street Melbourne Victoria 3000, Australia Phone: 0061-3-9629 3693 Fax: 0061-3-9629 7146

Email: contact@einsteincollege.vic.edu.au
Website: www.einsteincollege.vic.edu.au

CANCELLATION OR RELEASE LETTER APPLICATION FORM (International Student)

- Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.
- Please ensure that supporting documents are attached with this application.

Date (DD/MM/YYYY): / /	Email Address:						
Student No.:	Mobile Phone No:						
Given Name:	Address:						
Family Name:							
Gender: ☐ Male ☐ Female							
Date of Birth: / /	USI No.:						
Course Code & Name:							
A. I WISH TO CANCEL FROM ALL MY STUDIES:							
 1. As from the submission date of this form OR 2. At the conclusion of the current training period 							
B. HAVE YOU ATTENDED ANY CLASSES IN THIS TRAINING PERIOD? □Yes □No							
If yes, what was the last date you attended classes?//							
C. REASON FOR CANCELLATION							
 □ 1. Medical issues □ 2. Low assessment results □ 3. Loss of interest in course □ 4. Transfer to another institution/provider 	 □ 5. Cannot keep up with study load □ 6. Accommodation issues □ 7. Financial issues □ 10. Personal/ family problems □ 11. Other □ 8. Support Services not adequate 						
COMMENTS							
D. ARE YOU REQUESTING FOR A RELEASE LETTER? □Yes □No							
Supporting document attached	☐ Yes ☐ No ☐ N/A						
"I understand that my cancellation of studies will be reported to the ESOS Agency and Department of Home Affairs Immigration and Citizenship. I, hereby declare that all the information provided in this form is true and correct. I am also aware that the decision to cancel my enrolment may affect my Student visa. I understand that I will forfeit my place in this course if I withdraw and will be required to apply for readmission if I wish to continue my studies at a later date. I understand I will not be entitled to a refund of fees paid to the College if this cancellation form is lodged on or after the relevant start dates. I authorise Einstein College of Australia to withdraw me from all studies at the College, effective from the date specified above. If my cancellation application is rejected then I understand that I have the option to appeal this decision within 20 working days after receiving the notification (Refer to the Colleges Complaints and Appeals Policy and Procedure)" I declare that the information I have provided is true and correct. I understand that the submission of this form has no bearing on my							
financial relationship with the Einstein College of Australia, or modify any fees owing.							
	/						
Student Signature	Date						



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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. 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 eligable for a refund must also apply for a refund. Refund applications must be made in writing to the College. 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 of Australia will report your cancellation to the Department of Home Affairs (DHA) Immigration and Citizenship 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 DHA office or phone the DHA helpline 131 881.

We will respond to your application within 10 working days.

FOR OFFICE USE ONLY								
Student Cancellation Approved				☐ Yes	5	□ No		
Release letter/Rejection letter provided to student				☐ Yes	5	□ No		
If the cancellation application was rejected, was the student provided with the complaints and appeals policy and procedure?				□ Ye	5	□ No		
Comments:								
Date:								
Name:		Supporting documents attached	□ Y	es 🗆 l	√o □	N/A		
		PRISMS Updated	□ Y	es 🗆 N	40 🗆	N/A		
Signature:		Notification to student attached	□ Y	es 🗆 l	10 <u></u>	N/A		
		Wisenet Updated	□ Y	es 🗆 1	10 🗆	N/A		
Comments:								

N/A = not Applicable