

Cancelling Enrolment Application Form (Overseas Students)

This form is to be completed by International Students enrolled at Holmesglen and seeking to cancel their enrolment. Documented evidence supporting circumstances/reasons for seeking cancellation must be included with this application. Please consider the following details if your withdrawal request is intended for transferring to another educational institution: International students who have not completed six months of study in their principal program (highest level) must apply for a release if they intend to withdraw for the purpose of continuing their studies at another education provider. All requests for transfer must be submitted using the 'Release Letter Application Form (Overseas Students)' with a valid letter of offer and supporting documentation.

Student Details

First name(s):	Preferred name:			
Last name:				
Holmesglen student ID:	Campus:		Visa subclass:	
Mobile telephone:		Email address:		
Course enrolled (Code/Title):				
My principal course of study is:				

Reasons for Withdrawal

Program not what expected	Academic difficulties	Work commitments	Personal reasons	Change of Visa status
Dissatisfaction with program	Tuition fees too high	Returning home	Family commitments	Other
English language difficulties	Financial hardships	Medical reasons		

My cancellation of enrolment is to be effective as of date (dd-mm-yyyy): _____ (Please provide the date of your cancellation)

Please write a detailed explanation informing us of why you would like to cancel your enrolment.

Student Check List

- Completed and signed Cancelling Enrolment Application Form.
- Attached Confirmation of Enrolment (CoE) or Letter of Offer from the other provider (if applicable).
- Attached copy of your flight ticket, if your circumstances require you to return home (overseas) permanently.
- Attached any other supporting documents as necessary, especially if they contribute to the decision to discontinue your studies.
- Attached a refund request (if applicable).
- If change of visa status, please provide copy of new visa.

Declaration

- I confirm the information provided in this form is true and correct.
- I understand my eligibility for refund.
- I understand I need to pay for any outstanding fees before canceling my enrollment.

Overseas Student:

Signature:	Printed name:	Date:
-------------------	----------------------	--------------

Please submit all documents in one email to assist@holmesglen.edu.au

A response to your request to suspend/cancel your enrolment at Holmesglen will be made in writing 10 business days from the date of receipt of this form.

Assessment of Applications for a Cancelling Enrolment and Holmesglen Policy

Assessment Criteria

1. All applications will be assessed on the basis of Holmesglen's Terms and Conditions of Enrolment, the Fee Payment and Refund Policy, the student's respective study plan, the International Student Application Form and declaration submitted by the student in their original application to Holmesglen.

Submission Requirements and Reasons for Cancellation

2. Documented evidence supporting circumstances/reasons for seeking cancellation must be included with this application.
3. The student's application for cancellation will be assessed on the basis of supporting documents provided. Reasons for the cancellation of enrolment may include though are not limited to:
 - Serious illness or injury, where a medical certificate states that the student is unable to attend classes;
 - Bereavement of close family members such as parent or grandparents (death certificate to be provided);
 - Major political upheaval or natural disasters in home country requiring emergency travel and have impacted on the student's studies;
 - A traumatic experience, e.g. Involvement in or witnessing a serious accident or being the victim of a serious crime. This must be supported by police and/or psychologist reports;
 - Holmesglen Institute is unable to provide a pre-requisite unit.

Notification of Outcome

4. Notice of Cancellation Outcome Student Initiated is issued to the student advising them if their application to cancel has been successful within 10 business days from the date of receipt of the form and any required documentation.

Refund Application

5. Subsequent to the approval of cancellation, any refund application made for tuition fees paid in advance will be assessed in accordance with Holmesglen's Fee Payment and Refund Procedure.

Record-Keeping and Notification

6. If the cancellation is approved, this will be recorded in the Provider Registration and International Student Management System (PRISMS). The student will be notified of the outcome and informed to contact the Department of Home Affairs for more information.

Implementation of Decisions

7. If the internal or any external complaints and appeals process results in a decision or recommendation in favour of the student, Holmesglen will immediately implement the decision or recommendation or take the preventative or corrective actions required by the decision, and inform the international student of that action.

Refusal of Cancellation Request

8. If Holmesglen or the student refuses the cancellation request, the student will be advised in writing of the reasons for the refusal and be informed of their right to a review of this decision in accordance with Holmesglen's Internal Complaints and Appeals Policy and procedures and is given 20 working days to do so.

Access to External Process

9. If the international student is not successful with Holmesglen's internal complaints and appeals process, Holmesglen must inform the international student (within 5 working days of the complaints and appeals process concluding), of their right to access an external complaints and appeals process at minimal or no cost.

Visa Implications

10. It is important to understand your visa obligations. To maintain your visa status, you must be enrolled in a registered course in Australia.

Upon discontinuing your studies, Holmesglen will cancel your Confirmation of Enrolment (CoE) and inform the Department of Home Affairs of your cessation of studies with us.

- **If you intend to stay in Australia:** Should you intend to remain in Australia, you will need to secure a new offer and CoE for a course at the same level on the Australian Qualifications Framework (AQF) within 28 days of the cancellation of your Holmesglen CoE. Failure to do so may lead to the cancellation of your student visa.
- **If you intend to return home:** If your intention is to return to your home country, you will not need a new offer and CoE from another provider. However, it is essential to plan your departure from Australia within 28 days from the cancellation of your CoE to avoid potential cancellation of your student visa.