



Gold Coast Learning Centre
www.goldcoaststudy.com
Levels 1-2, 18-22 Orchid Avenue
Surfers Paradise QLD 4217
Phone: +61 (0) 7 5531 6788
Fax: +61 (0) 7 5538 9188
Email: info@goldcoaststudy.com
ABN: 51 448 401 177
CRICOS code **03268C** RTO code: **32285**

Cancellation of CoE & Withdrawal from Course Form

SECTION 1 – Personal details

Student number: _____
Email address: _____
Family Name: _____
Given Name: _____
Date of Birth: _____
Mobile Phone: _____
Mailing address: _____

SECTION 2 – Please list all courses you are seeking to withdraw from.

COURSE 1 Code: _____
Name: _____
COURSE 2 Code: _____
Name: _____
COURSE 3 Code: _____
Name: _____

Agent Name: _____

SECTION 3 – Reason for withdrawal (please tick)

Leaving Australia

- Academic difficulties
- Financial Reasons
- Dissatisfaction with program
- Illness
- English Language difficulties
- Personal Reasons
- Family reasons
- Program not what expected
- Travelling overseas
- Tuition fees too high
- Visa not granted
- Work commitments
- Other

Staying in Australia

- Change to another visa subclass
- Other

If Other has been chosen as a reason for withdrawal please give more
detail here: _____

Document Date:	15/08/2019	Document Version:	Cancellation of Course Request v3	Form No: CancellationofCourse_1
Document Owner:	Manager	File Name/Location:	V:\FORMS\Working Copies\Cancellation of Course Request Form.docx	Page 1 of 3



Gold Coast Learning Centre
 www.goldcoaststudy.com
 Levels 1-2, 18-22 Orchid Avenue
 Surfers Paradise QLD 4217
 Phone: +61 (0) 7 5531 6788
 Fax: +61 (0) 7 5538 9188
 Email: info@goldcoaststudy.com
 ABN: 51 448 401 177
 CRICOS code **03268C** RTO code: **32285**

SECTION 4 – Cancellation effect date (please tick)

Provide the date you would like the cancellation to take effect from:

- My current enrolment*
- A future enrolment**

Semester: _____

Year: _____

Students bank details

BSB: _____

ACC #: _____

BANK NAME: _____

SECTION 5 – student declaration (please tick)

I declare that by signing this form I understand that:

- I will have my current, and any future electronic Confirmation of Enrolments (CoE) at Gold Coast Learning Centre cancelled.
- I will remain liable for all fees if I do not formally cancel my enrolment prior to the relevant census date.
- If a refund is due to me it will be payable in accordance with Gold Coast Learning Centre’s refund policy, which I will apply for in writing.
- Before submitting this form I have withdrawn from my enrolled units. If I do not withdraw from my units Gold Coast Learning Centre will withdraw me from my units on the date this form is received.
- After I have withdrawn from my units I may receive a fail grade for those withdrawn units.
- My student visa may be affected and I will contact the Department of Immigration and Border Protection and inform them of my change in circumstance.
- On receipt of this form Gold Coast Learning Centre will withdraw me from the courses I have listed in this form.
- I understand cancellation incurs a fee of \$250 on top of any outstanding fees.

 Student signature

 Date

* Cancellation in your current enrolment will mean your cancellation effect date will be effective as of the date this form has been processed.
 ** If neither of the options above are selected the effective date of cancellation will be the date this form has been processed.

OFFICE USE ONLY – this section is to be signed by a Curriculum Compliance officer when the COE has been cancelled.

 Compliance Officer (print name)

 Signature

Date

OFFICE USE ONLY – this section is to be signed by an Enrollments officer when the course has been withdrawn.

 Enrollments Officer (print name)

 Signature

Date

Document Date:	15/08/2019	Document Version:	Cancellation of Course Request v3	Form No: CancellationofCourse_1
Document Owner:	Manager	File Name/Location:	V:\FORMS\Working Copies\Cancellation of Course Request Form.docx	Page 2 of 3



Gold Coast Learning Centre
www.goldcoaststudy.com
Levels 1-2, 18-22 Orchid Avenue
Surfers Paradise QLD 4217
Phone: +61 (0) 7 5531 6788
Fax: +61 (0) 7 5538 9188
Email: info@goldcoaststudy.com
ABN: 51 448 401 177
CRICOS code **03268C** RTO code: **32285**

Cancellation of COE & Withdrawal from Course Information

Prior to submitting this form you are strongly advised to meet with your school and/or an International Student Adviser to discuss any future study options and the implications of withdrawing from GCLC.

Refunds

If you believe you are entitled to a refund you can view the policy on the website.

<https://www.goldcoaststudy.com/gclc-refund-policy>

When you have completed the form it can be emailed to:

info@goldcoaststudy.com

Please note, refunds take up to four weeks to be processed.

Cancellation or Termination initiated by the Student

A student who wishes to discontinue their studies is free to do so, but there is no obligation on the part of the college to reinstate any student who has withdrawn. A student who has withdrawn may reapply at a later date, subject to any relevant immigration restrictions that may apply. Any such re-application will be considered through the normal application processes.

Students wishing to cancel their enrolment prior **to completing 6 months of study in their principal course** must provide a *Letter of Offer* from an alternative provider. This is required under Standard 7 of the National Code and further information can be gained from the *'Transfer of Students between Providers' Policy*.

All application documentation for the cancellation will be kept in the student's file and DIAC shall be notified via PRISMS of the decision to cancel the enrolment as a result of the student's request.

Document Date:	15/08/2019	Document Version:	Cancellation of Course Request v3	Form No: CancellationofCourse_1
Document Owner:	Manager	File Name/Location:	V:\FORMS\Working Copies\Cancellation of Course Request Form.docx	Page 3 of 3