

## 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

#### 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SECTION 4 – Cancellation effect date**

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**

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- Before submitting this form I have withdrawn from my enrolled units.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- After I have withdrawn from my units I may receive a fail grade for those withdrawn units.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.

\* 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

\_\_\_\_\_  
**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