Enrolment Cancellation Form

Student Name: ……

Student ID: ……**Date of Birth**: ……

Address: ……

……

Contact No. (Ph.) …… **(Mobile)**……

Email: ……

International students must state the reason for cancelling their course because Worldwide Skills Development Pty Ltd is obliged to report the cancellation to the Department of Home Affairs (DHA). Also, all supporting documents should be attached along this form. Please refer to Fee Payment and Refund Policy for any applicable refunds. You can find the Fee Payment and Refund Policy at our reception and on our website www.thefca.edu.au.

Please choose the courses below for the cancellation.

SELECT COURSE	COURSE CODE	Qualification	CRICOS Course Code
[ ]	SIT31121	Certificate III in Asian Cookery	119851B
[ ]	FBP30521	Certificate III in Baking	119847J
[ ]	SIT30921	Certificate III in Catering	119853M
[ ]	SIT30821	Certificate III in Commercial Cookery	119844A
[ ]	SIT31021	Certificate III in Patisserie	119849G
[ ]	SIT40821	Certificate IV in Asian Cookery	119852A
[ ]	FBP40221	Certificate IV in Baking	119848H
[ ]	SIT40521	Certificate IV in Kitchen Management	119845M
[ ]	SIT40721	Certificate IV in Patisserie	119850C
[ ]	SIT50422	Diploma of Hospitality Management	119846K

Please specify the reason for cancellation of your enrolment:

_____
_____
_____
_____

TRANSFER TO ANOTHER PROVIDER (IF APPLICABLE)

Complete this section only if you are requesting a transfer to another education provider. Requests will not be processed until all supporting documents are provided.

You will have to provide the following evidence for FCA to be able to process your application request:

1. A copy of a valid enrolment offer letter with an approved provider.
2. A letter explaining the reasons for your transfer request.

FCA has the right to refuse **students' release requests made within the first six (6) months of their Principal course**. Please refer to FCA's Policies and Procedures or the Student Handbook.

Points to be noted

- Students are advised to seek advice from the Department of Home Affairs (DHA) regarding the potential impact that cancellation of enrolment may have on their student visa.
- Cancellation of enrolment will result in the cancellation of the student's Confirmation of Enrolment (CoE), which may affect the student's visa status in Australia.
- Any change to enrolment status, including cancellation, will be reported to the Department of Home Affairs through PRISMS in accordance with regulatory requirements.
- Students have the right to appeal a decision through the institute's Complaints and Appeals Process, in accordance with Standard 10 (Complaints and Appeals) of the National Code 2018, within 20 working days of receiving the decision.
- The cancellation will not take effect until the internal appeals process has been completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Students' Declaration:

I understand that **cancelling my course will result in the cancellation of my Confirmation of Enrolment (CoE)**. I also understand that **cancellation of my enrolment may affect my student visa**, and I may need to seek advice from the **Department of Home Affairs (DHA)** regarding the potential impact.

☐ I have been advised of the relevant consequences of the outcome of my request.
☐ I have been provided with all relevant information in relation to this request.
☐ I understand that changes to my enrolment will be **reported to the Department of Home Affairs through PRISMS**.
☐ I am aware of my **right to appeal**.

Student Signature:	**Date:**

Decision

Transfer Request Decision (If Applicable)
Release approved? ☐ Yes ☐ No

Reason for Decision: _____

_____

_____

Cancellation Request Decision
(For reasons other than transfer to another provider)

Release approved? ☐ Yes ☐ No

Reason for Decision: _____

_____

Comments (If any) _____

Date Letter Issued to Student: _____

Staff Signature: **Staff full name:**

Date: