

## Application to Cancel Enrolment Form

This form is to be completed by an international student who requests to cancel enrolment from Bright Minds Point. If your request is refused, your enrolment at Bright Minds Point will continue and remain active. This form must be read in accordance with the Deferring, Suspending or Cancelling a Student's Enrolment Policy.

**\*This form will not be accepted without supporting evidence.**

|              |  |
|--------------|--|
| Received By: |  |
| Date:        |  |

### STUDENT INFORMATION

|                  |  |             |  |
|------------------|--|-------------|--|
| Student ID:      |  |             |  |
| Family Name:     |  | First Name: |  |
| Course Enrolled: |  |             |  |
| Current Address: |  |             |  |
| Contact Number:  |  | Email:      |  |

### REQUEST DETAILS

|  |                        |
|--|------------------------|
| I would like to terminate my current and future enrolments from: | (Date of Cancellation) |
|--|------------------------|

### REASON FOR REQUEST

**Reason for cancelling enrolments:**

- ☐ I am changing my course within the provider (course name: \_\_\_\_\_)  
 ➤ Please complete the New Application form and sign Offer Letter.
- ☐ I am completing my course early.
- ☐ I am leaving Australia Permanently.  
 📎 attach a copy of one-way flight ticket
- ☐ I have applied for a **new** visa.  
 📎 attach a copy of the application and the immigration's acknowledgement
- ☐ My visa application was rejected or refused.  
 📎 attach a copy of refusal letter & one-way flight ticket (onshore student only)
- ☐ Other: \_\_\_\_\_

### Student Declaration

I was informed by Student Services on course variation or withdrawal process and its impact on a Student visa. I understand and agree to the conditions of the policy and procedure. I am fully aware that this variation will be informed to the Department of Home Affairs and may affect my student visa. I am also aware of the consequences of cancelling my enrolments before a new visa is granted.

|                    |  |       |  |
|--------------------|--|-------|--|
| Student Signature: |  | Date: |  |
|--------------------|--|-------|--|

### OFFICE USE

|   |   |
|---|---|
| <input type="checkbox"/> <b>APPROVED</b>                      | <input type="checkbox"/> <b>NOT APPROVED</b>      |
| <input type="checkbox"/> Complete course variation in PRISMS  | <input type="checkbox"/> Provide a refusal letter |
| <input type="checkbox"/> Cancel current and future enrolments |   |
| Staff Signature:  | Date:   |

## Definitions

'Cancellation' – Withdrawing the enrolment in the course either before starting the course or during the course

## Policy

All requests for deferral, suspension or cancellation of enrolment initiated by students must be in writing. BMP will not accept verbal requests from students.

Students can request to defer their studies due to:

Delays in student visa grant (offshore students)

Failure to complete a unit or course which is either an entry requirement or pre-requisite of the course to be commenced

Compassionate or compelling circumstances

Students can request to temporarily suspend their enrolment if there are compassionate or compelling circumstances.

BMP may defer a student's enrolment for a course when a course is not currently offered.

BMP may suspend or cancel the enrolment of a student, including but not limited to, on the grounds of:

misbehaviour by the student

the student's failure to pay, by the due date, an amount he or she was required to pay BMP to undertake or continue the course as stated in the written agreement

breach of course progress requirements by the overseas student, which must occur in accordance with 'Monitoring course progress' policy and procedure

Students have the right to appeal a decision by BMP to defer, suspend or cancel their enrolment and BMP will not report the change in enrolment in PRISMS until the internal complaints and appeals process is completed unless extenuating circumstances exist.

BMP will inform the student that deferring, suspending or cancelling enrolment may affect his or her student visa and they must seek advice from the Immigration department on the potential impacts on their student visa

BMP will report the change to the overseas student's enrolment as a result of deferral, suspension or cancellation in PRISMS in accordance with section 19 of the ESOS Act.

BMP provides this policy in the Student Handbook which is made available to on its website, and the grounds for deferral, suspension or cancellation are outlined in the written agreement. This policy and procedure is also explained to students during the orientation.

## Procedure

Students requesting to cancel their enrolment must first speak to the Office Administrator to discuss their situation and explore support

### Application

### Documentary Evidence and Authentication

Confirm flight details / other supporting documents

### Approval

All current and future enrolments will be cancelled.  
Student will be notified that the cancellation may affect their student visa.  
Student will be advised to refer to their signed enrolment agreement for refunds related enquiries

### Refusal

Must continue class participation.  
Student will be notified of the result and the process for appeals.

## Related Standard

National Code Standard 9