



## Enrolment Cancellation Form

☐ Australian International Student

☐ Off-Shore Student

**Student Name:** .....

**Student ID: GI**.....**Date of Birth:** .....

**Address:**

.....  
 .....

**Contact No. (Ph.)** ..... **(Mobile)**.....

**Email:** .....

International students must state the reason for cancelling their course because Greenhill Institute Pty Ltd T/A Greenhill Institute (referred as "GI") 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.greenhillinstitute.vic.edu.au](http://www.greenhillinstitute.vic.edu.au).

**Please choose the courses below for the cancellation.**

SELECT COURSE	COURSE CODE	Qualification	CRICOS Course Code
<input type="checkbox"/>	CPC31020	Certificate III in Solid Plastering	116816G
<input type="checkbox"/>	CPC50220	Diploma of Building and Construction (Building)	116757B
<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management	110522C
<input type="checkbox"/>	BSB60420	Advanced Diploma of Leadership and Management	110523B
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	110524A
<input type="checkbox"/>	ICT60220	Advanced Diploma of Information Technology	113847B
<input type="checkbox"/>	RII50520	Diploma of Civil Construction Design	118056D
<input type="checkbox"/>	RII60520	Advanced Diploma of Civil Construction Design	113846C

Please specify the reason for cancellation of your enrolment:



**Students are requested to complete the section below if enrolment is being cancelled based on Transfer between another provider.**

**Transfer to another provider - Request Detail:**

Requests will not be processed until supporting documents are provided.

You will have to provide the following evidence for Greenhill Institute 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.

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

**Student's Signature:** ..... **Date:** .....

**For Office Use Only**

**Received by:** .....

**Signature:** ..... **Date:** .....

If enrolment is cancelled based on transfer between providers (complete the sections below)

Decision	
Release approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason:	
Comments (If any)	
Date Letter Issued to Student:	
Signature:	Staff full name:
Date:	