

Course Cancellation/Deferment Notice

Bachelor Degrees

AFTER COMPLETING YOUR DETAILS, PLEASE SUBMIT THE REFUND SECTION TO THE INFORMATION CENTRE AND SEE THE SENIOR EDUCATOR, HIGHER EDUCATION TO COMPLETE AND SIGN THIS FORM

International Students - Please Note:

- * Policies and procedures related to course cancellations and refunds of fees apply as stated in the current [Higher Education Course and Information Guide for International Students 2007](#).
- * Approval must be obtained from the International Office before course cancellation.

Domestic Students - Please Note:

- * Policies and procedures related to course cancellations and refunds of fees apply as stated in the current [Higher Education Code of Conduct, Responsibility, Expectations and Standards Policy and Procedure and the 2007 Fees & Charges Schedule for Higher Education Course of Study – Domestic Students](#)
- * If you are cancelling **before the Census date** of your course you **will** be entitled to a refund of your fees. If you are eligible for a refund, it is your responsibility to lodge the Fee Refund Request form (attached to this document) at the Student Information Centre within four weeks of commencement of your course.

Student No: _____

International: _____

Name: _____

Address: _____

Telephone No: _____

Mobile No: _____

Year: _____

Course Code: _____

Session Code: _____

Mode of Attendance: _____

Course Commencement Date: _____

Tick appropriate box:

Course Cancellation

Course Deferment

Subject Withdrawal(s)

Reason for cancellation:

- | | |
|---|---|
| <input type="checkbox"/> Illness | <input type="checkbox"/> Dissatisfaction with course |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Dissatisfaction with Teacher |
| <input type="checkbox"/> Course too expensive | <input type="checkbox"/> Course too challenging |
| <input type="checkbox"/> Wages Poor | <input type="checkbox"/> Course not challenging |
| <input type="checkbox"/> Other Financial | <input type="checkbox"/> Dissatisfaction - Other |
| <input type="checkbox"/> Work commitments | <input type="checkbox"/> Transfer to another institute (please specify) _____ |
| <input type="checkbox"/> Problems juggling work/study | <input type="checkbox"/> Lack of access to transport |
| <input type="checkbox"/> Boss requires me at work | <input type="checkbox"/> More attractive course |
| <input type="checkbox"/> Other Work Commitments | <input type="checkbox"/> More attractive institute reputation |
| <input type="checkbox"/> Personal/Health | <input type="checkbox"/> Industry |
| <input type="checkbox"/> Illness | <input type="checkbox"/> Unhappy with hours of work |
| <input type="checkbox"/> Family Responsibilities | <input type="checkbox"/> Unhappy with lifestyle |
| <input type="checkbox"/> Hardship | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Personal/Health Other | |
| <input type="checkbox"/> Transfer to another course at William Angliss (please specify) _____ | |

Deferral recommencement period: Feb July Year _____

Date from which Cancellation of Course is to be effective: Day ____/Mth ____/Yr ____

Will you be completing the current semester before cancelling? Yes No

Signature of Student: _____

Date: ____ / ____ / ____

Course Cancellation Notice

To be completed by **Senior Educator, Higher Education** only.

(This document must be completed within five working days of receiving the application)

For auditing purposes it is very important that the correct result is entered next to each **subject** in which the student is enrolled. For all **subjects** in which the student is enrolled please indicate whether they intend to complete the **subject** and whether they have attended at least one class for that **subject**.

Senior Educators will need to very clearly indicate both the intention to complete as well as attendance for each subject. If both of these requirements are not clearly indicated, the form cannot be processed and will be returned to the **Manager, Hospitality and Business Management**.

Refund Applicable: Yes No

Group	Subjects	Hours	Description	Attendance marked in QL	Attended?
					Yes / No

Signature of Course Coordinator

All results are correct and have been entered into the QLS system:

Date: / /