

Enrolment Cancellation Form

☐ Australian International Student ☐ Off-Shore Student

Student Name:

Student ID: Blue Ridge College Date of Birth:

Address:

Contact No. (Ph.) (Mobile)

Email:

International students must state the reason for cancelling their course because Institute of Culinary Education Pty Ltd t/a Blue Ridge College (referred to as Blue Ridge College) 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.brc.edu.au.

Please choose the courses below for the cancellation.

SELECT COURSE	COURSE CODE	Qualification	CRICOS Course Code
[]	BSB50420	Diploma of Leadership and Management	117392G
[]	BSB60420	Advanced Diploma of Leadership and Management	117393F
[]	BSB80120	Graduate Diploma of Management (Learning)	117394E

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 Blue Ridge College 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.

Blue Ridge College has the right to refuse **students release requests made within the first six (6) months of Their Principal course.** Please refer to Blue Ridge College 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?

☐ Yes ☐ No

Reason:

Comments (If any)

Date Letter Issued to
Student:

Signature:

Staff full name:

Date: