



## CANCELLATION OF ENROLMENT FORM

(ALL SECTIONS OF THIS FORM MUST BE COMPLETED)

SUBMIT FORM TO: [ENROL@TMSS.EDU.AU](mailto:ENROL@TMSS.EDU.AU)

### SECTION A: PERSONAL DETAILS

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Current Residential Address: \_\_\_\_\_

### SECTION B: DETAIL ABOUT THE COURSE

The Course I am currently enrolled in: \_\_\_\_\_  
Course Commencement Date: \_\_\_\_\_ Course Completion Date: \_\_\_\_\_  
I would like to cancel from this course as from: The end of the current teaching period; Date: \_\_\_\_\_  
Or the date this document was lodged; Date: \_\_\_\_\_  
Have you attended any classes during this teaching period?  YES  NO

### SECTION C: REASON FOR REQUEST

I wish to cancel my enrolment for the following reason:

- Attend another provider (*attach copy of offer letter OR advise new college/provider below*)  
 Return to home country (*attach copy of airline ticket*)  
 Change of visa status (*please provide copy of new visa*)  
 Other (*please specify*): \_\_\_\_\_

Are you leaving Australia?  YES  NO

If YES, please attached a copy of your travel itinerary to this application and complete the overseas contact details below as per DIBP requirements:

Unit/House: \_\_\_\_\_ Street: \_\_\_\_\_  
Suburb of District: \_\_\_\_\_ State: \_\_\_\_\_  
Country: \_\_\_\_\_ Overseas Contact Number: ( ) \_\_\_\_\_

### SECTION D: IMPORTANT INFORMATION

\* It is strongly recommended that you discuss your options with Student Services Staff as this decision is likely to have consequences for your visa.

\* If you are thinking about changing your course of study, you need to ensure that you continue to meet all the conditions that apply to your student visa.

\* The process of cancelling an enrolment may affect your student visa. If you have any enquiries, you should visit the DIBP website [www.border.gov.au](http://www.border.gov.au) or call the DIBP helping on 131 881 or contact your local DIBP office for advice to prevent an unsatisfactory visa outcome.

### SECTION E: DECLARATION

I declare that the information provided above is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### OFFICE USE ONLY

Date received by The Management School Sydney: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Visa Checked  Payment Checked  Study Progress Checked  Attendance Checked  
 Student Data Updated  eCoE cancelled on Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Approval by:  Academic Manager  Admission Officer