TaylorsCollege
PREPARATION FOR UNIVERSITY SUCCESS

CHANGE OF ENROLMENT Cancellation Form (College use) AEP

College to complete	
Family name *(as shown in the passport)*:	
Given name(s) *(as shown in the passport)*:	
Student number:	**Student under 18:** Yes☐ No☐ If yes, please indicate below: **- current accommodation arrangement:** Homestay☐ Scape☐ Iglu☐ Other☐ **- current visa type:** Student visa☐ Temporary resident☐ Permanent resident☐
Date of birth:	
Email address:	
Mobile phone:	
Current (NSW) address:	
Current AEP Course:	**Future USFP Course:**
Packaged university degree:	
If U18 - Has the student and/or parent(s)/legal guardian(s)/caregiver been notified? Yes ☐ No ☐	
If U18 - Has the student and/or parent(s)/legal guardian(s)/caregiver been advised to contact DHA? Yes ☐ No ☐	
Please select one of the following reason(s) for cancelling the student's enrolment: ☐ Academic misconduct ☐ Failure to pay tuition fees ☐ Failure to re-enrol (continuing students) ☐ Non-academic misconduct ☐ Unsatisfactory attendance ☐ Unsatisfactory course progress ☐ Other, please specify: _____	
Finance Office (or delegate) to complete	
Fees paid:	**Fees due/overdue:**
Comments:	
Finance Officer's (or delegate) signature _____ **Date:** _____	

Student Records Administrator to complete				
Attendance:	Satisfactory ☐	Unsatisfactory ☐	NEC* issued ☐	NIR issued ☐ Date:
Academic progress:	Satisfactory ☐	Unsatisfactory ☐	NEC issued ☐	NIR issued ☐ Date:
Tick the following if received: ☐ Air ticket (required for student visa holders who are not changing to a different provider and who are leaving the country) - flying out on: ☐VEVO checked location and date: _____				
Comments:				
Last day at the College (*last day of class*): ___ /___ / _____				
College Director (or delegate) to complete				
Has the student attended 6 months of the principal academic course?			Yes ☐	No ☐
Are there exceptional circumstances?			Yes ☐	No ☐
Have internal and/or external appeals completed?			Yes ☐	No ☐
Has the cancellation been reported* to DHA within required timeframes and prior to issuing applicable refunds?			Yes ☐	No ☐
Refund due?		As per refund policy ☐		No ☐
Comments:				
College Director's (or delegate) signature: _____ **Date:** _____ / _____ / _____				

* Notice of Enrolment Cancellation

**Once cancellation is finalised, a student's cancelled enrolment must be reported to DHA via PRISMS within the following timeframes:
Under 18 years – within 14 days
All other students – within 31 days.