



## Application to Withdraw & Cancel Enrolment

### Important Information

This form applies to all students who seek to cancel their enrolment to withdraw from their course of study at Macleay. It should be read in conjunction with the following policies which can be found at the Enrolment Resources section of the college website and myHandbook section of Moodle via <http://mymacleay.edu.au/>.

- Deferral, Suspension or Cancellation of Enrolment Policy
- International Student Transfer Policy
- Tuition Fee Refund Policies
- Grievance & Appeals Policies

International students on a student visa should be aware that cancelling their enrolment to withdraw from their course of study may affect their student visa. To check the conditions of a student visa please visit the Department of Home Affairs website at <https://www.homeaffairs.gov.au/> or call 131 881.

### The Application Process

Macleay will assess and respond to all completed applications within ten working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. A longer time may be required during peak admission and enrolment times but the process will not exceed fifteen working days.

If successful in their application, Macleay will cancel the student's enrolment at Macleay College but it is the student's responsibility to lodge an **Application for Fee Refund** in accordance with the college **Tuition Refund Policies** and adhere to the timeframes for lodgement to avoid financial penalty.

### Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to the Registrar by one of the following means:

In person: Level 2, 28 Foveaux Street, Surry Hills (Sydney Campus) or Level 7, 250 Collins Street, Melbourne (Melbourne Campus) if presenting supporting documentation as originals to be certified as copies by Macleay College

By email: [registrar@macleay.edu.au](mailto:registrar@macleay.edu.au).

Your completed application should be received by the Office of Registrar as soon as practical but at least ten working days prior to the Commencement Date of the next trimester. Where the decision to cancel enrolment is made after the Commencement Date, the application should be lodged prior to Census Date to avoid any academic or financial penalty. Applications received after Census Date will not be entitled to the refund of tuition fees in accordance with the college **Tuition Fee Refund Policy**.

### Assessment & Notification of Outcome


On receipt of your completed application, Macleay will assess the request in accordance with the college **Deferral, Suspension or Cancellation of Enrolment Policy** and advise you of the outcome in writing within ten working days (or fifteen working days in peak admission and enrolment times).

It is the responsibility of the student to sign and return the letter acknowledging the cancellation of their enrolment. The subsequent change to enrolment of an international student will be reported to the Department of Education via PRISMS in accordance with National Code 2018.

The application, assessment decision and outcomes will be saved to the student file for record.

### Privacy Statement

Macleay is committed to the protection of privacy in accordance with the **Privacy Act 1988**. Macleay collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Macleay College as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

<b>LODGEMENT RECEIPT</b>	
received by Macleay as a complete application for assessment	
<b>Macleay:</b>	<b>Date:</b>
	<b>Name:</b>
<b>Student Number:</b>	

**Please retain this copy as proof your application was submitted**




## Application to Withdraw & Cancel Enrolment


this form applies to students seeking to voluntarily cancel their enrolment to withdraw from their course of study at Macleay

<b>Personal Details</b>	I am a Domestic Student (Applicant)      I am an International Student	
	<b>(Applicant)</b>	
	Macleay College Student Number: Address:	Family Name: Given Name(s): Macleay College Email Address:

<b>Course Details</b>
The course of study in which you are current enrolled:

<b>Reasons for Cancellation</b>	
<b>Do you wish to cancel your enrolment and withdraw from your course and all associated units?</b> Yes (please complete this form)      No (please see the Registrar to vary your enrolment)	<b>Withdrawal Date (dd/mm/yyyy):</b>
My reasons for withdrawing and cancelling my enrolment are:	

<b>Student Declaration</b>	
I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and in the <b><i>Deferral, Suspension and Cancellation of Enrolment Policy</i></b> .	
	<b>Date Signed (dd/mm/yyyy):</b>

<b>OFFICE USE ONLY:</b>		
<input type="checkbox"/> Application Checked for Completeness by Registrar	<input type="checkbox"/> Completed Application Assessed by Registrar (and HoF if necessary)	<input type="checkbox"/> HoF advised of return date
<input type="checkbox"/> Approval of Leave Letter issued by Registrar	<input type="checkbox"/> Signed Approval of Leave Letter returned by Student	<input type="checkbox"/> Paradigm Updated
<input type="checkbox"/> Refused of Leave Letter issued by Registrar	<input type="checkbox"/> Application, Assessment & Outcome Notification in Student File	<input type="checkbox"/> Closed (dd/mm/yy):
Staff Name:		Date Signed: (dd/mm/yyyy):