Kingsway Institute CRICOS Provider Code: 03177F
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Email: enquiry@kway.nsw.edu.au
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CANCELLATION REQUEST FORM

STUDENT DETAILS	
Student ID:	Email:
First Name:	Last Name:
Visa Type:	Mobile:
Address:	

COURSE INFORMATION
Enrolled Course: ☐ General English ☐ IELTS ☐ EAP
☐ **I am a current student** ☐ **I am a prospective student**
Cancellation Date: / /

REASON FOR CANCELLATION*

If you are a current student, to be eligible to cancel your course, you will need to meet the following two conditions: *(If approved, if you are on a student visa, you will need to enrol on another CRICOS registered course or leave Australia within 28 days in order to comply with your visa requirements.)*

Condition 1:

☐ You have completed at least 6 months of your primary course **OR**
☐ You have compassionate or compelling reasons to discontinue your course **OR**
☐ You have been granted a new visa
☐ You have decided to leave Australia

Condition 2:

☐ You have paid all your tuition fees up to the cancellation date.

If you are a prospective student:

☐ Visa rejected, withdrawing from studies
☐ Other

REASON *(from the options above please provide the reasoning behind this request):*
**Evidence is required to be submitted alongside the cancellation request. Such evidence includes: flight tickets, medical certificates, letter of offers, eCoE's, visas etc.*

DECLARATION

I understand and agree that I will continue to attend classes as per usual until I receive the outcome of my request. I understand the changes to my enrolment may affect the status and validity of my visa and that I should contact the Department of Home Affairs for further information. I understand that I will forfeit my place in this course and will need to reapply if I wish to continue my studies at a later date. I have read and understood Kingsway Institute's Refund Policy and Procedure and the Deferral, Suspension and Cancellation Policy and Procedure and agree to be bound by them.

Student Signature:	**Date:**

OFFICE USE ONLY	
Date Received: Reason: ☐ Approved ☐Rejected	Email Sent: ☐ Yes PRISMS updated: ☐ Yes ☐N/A eBECAS updated: ☐ Yes ☐N/A Signature: Date: