

Application for Cancellation of Enrolment

| Student's Personal Details: | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------|------|
| Full Name: | | | |
| Student ID: | | | |
| Course code and Name: | | | |
| Address: | | | |
| DOB: | | | |
| Email: | | Mobile: | |
| Please tick the reason for request: | | | |
| <input type="checkbox"/> Work Commitments <input type="checkbox"/> Financial Circumstances <input type="checkbox"/> Medical Grounds <input type="checkbox"/> Insufficient study resources and facilities <input type="checkbox"/> Staff quality inadequate <input type="checkbox"/> Transferred to another course within CIT <input type="checkbox"/> Transferred to another provider (provide admission documents) <input type="checkbox"/> Medical reasons <input type="checkbox"/> Other _____ | | | |
| <p>Please approach the finance department for approval on this application prior to final submission.</p> <p>No cancellation will be approved while there are outstanding fees.</p> <p>International students must state the reason for cancelling their enrolment at Cornell Institute of Training. CIT is obliged to report the cancellation to DHA (Department of Home Affairs).</p> <p>All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.</p> <p>Additional Comments _____</p> | | | |
| <p>Student Declaration: I have been informed and understand that cancellation of this enrolment might affect my Visa status. I have been informed to contact DHA for any visa related queries.</p> | | | |
| Student Signature: | | Date: | |
| Office use Only: | | | |
| Finance Approval | Signature | | Date |
| Request received | Signature | | Date |
| Request processed | Signature | | Date |
| Decision granted by: | Signature | | Date |
| Entered PRISMS | Signature | | Date |
| Entered SMS (Inc. results) | Signature | | Date |