



# STUDENT INITIATED CANCELLATION ASSESSMENT FORM

*Applications to be assessed and responded to within 10 business days.*

## Section A – Student Details

Courses to be cancelled:	
Application received by:	
Date of Receipt:	
Student ID:	
Title:	
First Name:	
Middle Name:	
Last Name:	
Date of Birth:	
Gender:	
Mobile:	
Email:	
Are all relevant supporting documents provided?	
Completed Application to cancel Enrolment form?	
Supporting evidence where required?	

## Section B – Cancellation Assessment Outcome

<i>To be completed by RTO</i>				
Cancellation approved	Yes		No	
Cancellation and Release request approved	Yes		No	
Cancellation approved but Release request not approved	Yes		No	
List the reason(s) below, if release request is not approved:				



If the student is liable to pay a fee to Goldthorn International College, according to the Fees and Refund Policy and Student Agreement, specify the payable fee:				
If the student is entitled to get refund, according to the Fees and Refund Policy and Student Agreement, specify the amount to be refunded:				
Are there any future course enrolment(s) with Goldthorn International College that are impacted as a result of this cancellation?	Yes		No	
If Yes, complete the table below:				
Future enrolment (Course Code and Title)	Type of impact <i>Variation needed such as cancellation, deferment or course start date is moved forward</i>	Details of variation needed <i>If course is to be deferred or moved forward</i>		
		Start date of new CoE: __/__/____ Finish date of new CoE: __/__/____		
		Start date of new CoE: __/__/____ Finish date of new CoE: __/__/____		
		Start date of new CoE: __/__/____ Finish date of new CoE: __/__/____		

### Section C – Actions

Actions to be Taken or Recorded by Goldthorn International College Staff	Yes	No
• Email sent to the student to confirm cancellation process		
• Cancellation confirmation received from the student with 5 working days		
• 5 working-day wait period has passed (where confirmation not received from the student)		
• Make sure all relevant documents have been received from the student		
• Save Application to Cancel Enrolment form and related documents on student file		
• Update current contact details on Goldthorn International College SMS		



• Process cancellation on Goldthorn International College SMS		
• Update future course enrolment on Goldthorn International College SMS (where applicable)		
• Amend/cancel relevant invoices on Goldthorn International College SMS (where applicable)		
• Upload Refund Calculation Sheet/Balance Due Sheet on Goldthorn International College SMS as required		
• Process cancellation on PRISMS (International Students Only)		
• Add CoE variation(s) for future course enrolment(s) (where applicable)		
• Release student on PRISMS if request has been approved by sighting required evidence (if applicable)		
• Send final outcome of cancellation request to student and representative agency.		
• Send outcome of release request to student and representative agency (where applicable). Refer Overseas Student Transfer and Release - Email Templates to send appropriate email to the student.		
• Save this form and related documents on student file		
• Remove student access to Goldthorn International College Computer Network		
• Deactivate student on Goldthorn International College SMS		
<b>Position:</b>		<b>Signature:</b>
		<b>Date:</b>

<b>Notes:</b>