

FR5.1

Course Cancellation Request Form

This form is used where a student wishes to cancel their enrolment with Open Colleges (OC), as OC requires all cancellation requests to be made in writing. Prior to submitting this form, students should familiarise themselves with OC's Cancellation & Refund Policy (P05.1), available on OC's website under 'Key Student Information', and the terms of their Student Agreement.

STUDENT DETAILS

Name:

Enrolment Number:

Course:

Email:

Phone:

REASON FOR COURSE CANCELLATION REQUEST

Please tick the reason for making this request to cancel your enrolment:

- ☐ Change of mind
- ☐ Course more difficult than expected
- ☐ Time constraints i.e. not enough time to study
- ☐ Personal circumstances (please refer to OC's Special Consideration Policy (P05.3) which may apply)
- ☐ Dissatisfied with the course materials
- ☐ Dissatisfied with support from OC
- ☐ Incorrect advice at time of enrolment
- ☐ Other, please specify _____

FEE LIABILITY

Subject to a student's rights under the Australian Consumer Law, OC's Cancellation & Refund Policy (P05.1), available on OC's website under 'Key Student Information', and the Student Agreement terms set out a student's liability for their course fees in the event of cancellation of enrolment outside of the cooling off period.

DECLARATION

In submitting this Course Cancellation Request, the student confirms they wish to cancel their enrolment, and in doing so accepts liability for their course fees in accordance with the terms of their Student Agreement, subject to any rights they have under the Australian Consumer Law.

Signature:

Date:

Please return to the Student Success team via email to cancellations@opencolleges.edu.au