

# CANCELLATION OF COURSE



## International Student

Current on campus student (Sydney, Brisbane, Melbourne and Perth, Rockhampton, Bundaberg, Gladstone, Mackay, Townsville and Cairns) **You are required to attend an interview.** Please return this form to your relevant campus.

Current Online student. **An interview may be arranged.** Please return this form to [advice@cqu.edu.au](mailto:advice@cqu.edu.au)

Offshore student yet to commence. **Stat Dec and interview are not required.** Please return this form to [international-admissions@cqu.edu.au](mailto:international-admissions@cqu.edu.au).

Student Number

Family Name

Given Names

Course Code

Course name

Current Campus

### Future mailing address and contact details

Address

Postcode

Telephone number

Mobile

Cancellation effective from: Term 1 Term 2 Term 3

Please indicate if this is your first year of study Yes No

**Students are required to drop all units** via [MyCentre](#) prior to submitting the Cancellation of Course form. You will incur Financial and Academic penalties for the term, if you are cancelling your course after the last day to drop (i.e. census date).

Please refer to the relevant Calendar of Principal Dates (<https://handbook.cqu.edu.au/facet/key-dates/index>) and the Student Refund and Credit Balance Policy and Procedure (<https://www.cqu.edu.au/policy>)

To help the University provide the best possible service, your comments and reasons for course cancellation would be appreciated. International students must state the reason for cancelling their course as CQUniversity is obliged to report this information to the Department of Home Affairs (DHA).

Course content did not meet expectations

Financial reasons

Work commitments

Poor customer service

Transferred to another University

Other (Please specify)

Medical grounds (provide evidence)

Applicant's signature

Date

Is a statutory declaration included? Yes No Has an interview been conducted? Yes No

### Office use only:

International student:

Completed 6 months: Yes No MAP: Yes No Under enrolled: Yes No

Delegate signature

Date

**IMPORTANT PRIVACY INFORMATION** Personal information is collected, used and stored by CQUniversity to facilitate your studies and related activities. Commonwealth and state departments require certain information about student details and activities to be reported or disclosed by the University. Any other provision of your information will only be as authorised by you or required by law and in accordance with the Information Privacy Act 2009 Qld and the University's Privacy Policy and Procedure.