

Graduate Programs in Alcohol and Other Drug Studies Application for Cancellation of Enrolment/Refund of Fees

Please read instructions carefully before completing this form.

This form is to be lodged within four weeks for Government Subsidised Courses and within 2 weeks for Fee for Services courses. The tuition fee paid will be refunded less an administration charge. Forms are to be lodged by the student to Student Administration, with a receipt and student card (if issued) attached. Refunds will not be processed without a receipt and student card (if issued) to this form.

Name			
Student No:			
Postal Address			
Telephone Home:		Business:	
Course:			
Course Code:			
Reasons for Cancellation of Enrolment: (Please tick the appropriate box)			
Transfer to another Registered Training Organisation	<input type="checkbox"/>		
Transfer to an Institute	<input type="checkbox"/>	Personal reasons	<input type="checkbox"/>
Transfer to a University	<input type="checkbox"/>	Going Interstate	<input type="checkbox"/>
Course cancelled	<input type="checkbox"/>	Going Overseas	<input type="checkbox"/>
Employment	<input type="checkbox"/>	Work commitments	<input type="checkbox"/>
Other (please specify):			
Student Signature:			
Date:			

Office Use Only

Date Received:			Receipt date:	
Refund Due:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Total Refund:	
Comments:				
Head of Education and Training Signature:			Date:	

Our staff are committed to respecting your confidentiality and preserving your privacy. We will keep your personal information secure and protected from unauthorised access or improper use, and we will only disclose information about you if it is authorised by you or mandated by law. All our services comply with the relevant information and privacy legislation.