



THE MANAGEMENT SCHOOL SYDNEY

MSS EDUCATION PTY LTD (ABN 32 604 489 161) RTO CODE: 41465 CRICOS PROVIDER CODE: 03485E
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CANCELLATION OF ENROLMENT FORM

(ALL SECTIONS OF THIS FORM MUST BE COMPLETED)
SUBMIT FORM TO: ENROL@TMSS.EDU.AU

SECTION A: PERSONAL DETAILS

Student Name: _____ Student ID Number: _____
Contact Number: _____ Email Address: _____
Current Residential Address: _____

SECTION B: DETAIL ABOUT THE COURSE

The Course I am currently enrolled in: _____
Course Commencement Date: _____ Course Completion Date: _____
I would like to cancel from this course as from: The end of the current teaching period; Date: _____
Or the date this document was lodged; Date: _____
Have you attended any classes during this teaching period? YES NO

SECTION C: REASON FOR REQUEST

I wish to cancel my enrolment for the following reason:
 Attend another provider (*attach copy of offer letter OR advise new college/provider below*)
 Return to home country (*attach copy of airline ticket*)
 Change of visa status (*please provide copy of new visa*)
 Other (*please specify*): _____

Are you leaving Australia? YES NO

If YES, please attached a copy of your travel itinerary to this application and complete the overseas contact details below as per Department of Home Affairs requirements:

Unit/House: _____ Street: _____
Suburb of District: _____ State: _____
Country: _____ Overseas Contact Number: () _____

SECTION D: IMPORTANT INFORMATION

* It is strongly recommended that you discuss your options with Student Services Staff as this decision is likely to have consequences for your visa.
* If you are thinking about changing your course of study, you need to ensure that you continue to meet all the conditions that apply to your student visa.
* The process of cancelling an enrolment may affect your student visa. If you have any enquiries, you should visit the Department of Home Affairs website www.homeaffairs.gov.au or call the Department of Home Affairs helping on 131 881 or contact your local Department of Home Affairs office for advice to prevent an unsatisfactory visa outcome.

SECTION E: DECLARATION

I declare that the information provided above is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application.

Signature: _____ Date: ____ / ____ / ____

OFFICE USE ONLY

Date received by The Management School Sydney: _____ Date: ____ / ____ / ____
 Visa Checked Payment Checked Study Progress Checked Attendance Checked
 Student Data Updated eCoE cancelled on Date: ____ / ____ / ____
Approval by: Academic Manager Admission Officer