

## Student Details

Student Name: ..... Student ID Number: .....  
 E-mail address: ..... Phone Number: .....  
 Current Address: .....  
 Current Course of Study: ..... Commencement date with CSF: .....  
 Date you will be ceasing studies at CSF: .....

### 1. Reason for cessation of studies

- Visa status changed                       Returning Home

Additional Comments: .....

### 2. Please attach all relevant evidence for your cessation of studies:

- Copy of new visa                       One way flight ticket                       New Letter of Offer

### 3. Would you like to collect your Certificate/Statement of Attainment before you return to your home country? (Please tick one)

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes, I'll pick it up at CSF
<input type="checkbox"/>	Yes, mail it to my Sydney address
<input type="checkbox"/>	Yes, Mail it to my overseas address

### 4. How would you rate the quality of the CSF facilities?

- Very Good                       Good                       Average                       Poor                       Very Poor

### 5. How would you rate the quality of the CSF trainers?

- Very Good                       Good                       Average                       Poor                       Very Poor

### 6. Would you like to receive future promotional/marketing information about the college?

- Yes                       No

Please attach all relevant evidence for our release which may include a copy of your new visa, your return ticket home and any other proof which you think can be substantial evidence for your release. This application will be assessed once all documentation has been received. The college may ask for more documentation if required. Applications are usually processed within 5 working days.

## **Cancellation of Enrolment by the Student**

### **Before Commencement of Course:**

The student has the right to cancel their enrolment before the course commencement date. For application of refund please refer to the Refund Policy. The student must complete the 'Cessation of Studies' Form for any of the below reasons:

- Cancelling the course due to new visa status
- Cancelling the course to return home

### **After Commencement of Course:**

The student has the right to cancel their enrolment either before or after the commencement of the course. However if you are an international student there could be some implication regarding the student visa conditions and if you are an Australian resident student and is studying the course offer under government funding there could also be implications.

The student must complete the *Application for Release or Cessation of Studies* form (available on CSF website) and state the reason for requesting to cancel their studies at CSF with a minimum of one college term's notice before the intended cancellation date.

Students wishing to cease their studies must give one term's notice otherwise they are required to pay 50% of the next term's tuition fees. Student can access the application for release/cessation of studies from the CSF website ([www.csf.edu.au](http://www.csf.edu.au)). All applications to be emailed back to [info@csf.edu.au](mailto:info@csf.edu.au). All applications will be processed within 5 working days.

If the application is successful CSF will not provide a 'Release Letter' but will provide a confirmation of Cancelled CoE. If the outcome is not successful the student will have the right to appeal against CSF decision. To access CSF complaints and appeal process refer to 'Complaints and Appeals' section in the Student handbook on the CSF website.

**Declaration: I declare that to the best of my knowledge and belief, the above information contained on this form is correct and complete. I hereby agree to be bound by the rules and Regulations of The College of Sports and Fitness. I authorise The College of Sports and Fitness to release information to the Office of Training and Tertiary Education at their request.**

**Signature of Student:**

**Date:**

**Signature of staff member:**

**Date:**