

<b>Course Cancellation Request</b>	
<b>Given Name:</b>	<b>Surname:</b>
<b>Address :</b>	
<b>Student Number:</b>	
<b>Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	
<b>Course Name:</b>	<b>Course Enrolment Date:</b>
<b>Reason for cancellation:</b> <i>please attach evidence to support your application (medical certificates and letters, etc)</i>	

**Course Cancellation: Important Information**

If you wish to terminate your studies before the completion of the course, you must notify Open Colleges in writing ("Cancellation Request"). A refund of the Course Fee, less the applicable administrative fees as outlined in the Schedule of Administrative Fees, will only be issued if Open Colleges receives the Course Cancellation Request within 5 calendar days of the Agreement Date.

If you fail to complete and submit your Cancellation Request in writing within 5 calendar days of the Agreement Date, you will be liable to pay the Course Fee to Open Colleges in full.

**Declaration**

I have read the conditions and declare that the information I have provided is correct and complete. I understand that any course cancellation must comply with the terms and conditions of enrolment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
Course Expiry Date    /   /	Course cancelled    Y / N	QMS No.
Course fees UTD    Y / N	Date    /   /	Decision    UPHELD    REJECTED
Date received    /   /	Confirmation sent    /   /	Explanation:
Signature		