



COURSE CANCELLATION PROTOCOLS

Course Cancellation Request Form



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Avoiding cancellation

8. Where remedial action is being taken the individuals defined below will be contacted and asked to notify the University

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- < given a full refund of any fees or deposit paid in a timely manner if they decide to withdraw, or
- < if they elect to transfer to an alternative course within the same programme, be charged the lower of the fees applicable to the original course and the chosen alternative course, have the appropriate part of any payment already made transferred to the alternative course and if the alternative course fees are lower, be refunded

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To be completed by Campus Dean, Programme Director, Pro-Vice Chancellor Academic Development or other party instigating cancellation:									
Date:									
Request made by:									
Course/s: (including programme, mode, length, centre/s and start date)									
Critical number required to run the course:									
Profile of students who have accepted or are holding an offer:									
<i>This information can be obtained from Admissions, and the relevant Campus and entered in the grid below;</i>									
Course	Early Cancellation Date	Late Cancellation Date	Cancellation Reason	Unconditional Accepts	Conditional Accepts	Unconditional Offers	Conditional Offers	Sponsored Students?	Visa

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