

FR 4.5 Course Cancellation Request	
Given Name:	Surname:
Student Number:	Enrolment Date:
Course Code and Name:	
Phone:	Mobile:
Email:	

Reason for cancellation: please select the main reason you have decided to cancel your course, please also attach evidence to support your application if applicable (medical certificates and letters, etc)

Medical condition	Financial hardship	
Changed mind about course	Course more difficult than expected	
Course materials	Support services	
Incorrect advice at enrolment	Other (please specify)	

If your reason for cancelling your course is not due to personal circumstances please elaborate below:

Course Cancellation Conditions

If you wish to terminate your studies before the completion of your course, you must notify Open Colleges (OC) 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 OC receives the Cancellation Request within the Refund Period.

The Refund Period is defined as seven (7) calendar days from the day that your enrolment conditions have been met. The enrolment conditions have been met when:

- a. You have accepted the terms and conditions of your Student Agreement;
- b. Open Colleges has received your deposit or full payment, if paying in full
- c. Open Colleges sends you your login details.

The Refund Period commences from the date that the final of the three conditions set out above have been met.

If you fail to notify OC of your Cancellation Request within the Refund Period, you will be liable to pay the Course Fee to OC in full, unless otherwise stated in the terms of your Agreement.

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 _____