

CANCELLATION OF ENROLMENT

Student Information

Family Name:	Date of birth (DD/MM/YYYY):
Given Name:	Address:
Course Name:	Mobile:
Course Campus: <input type="checkbox"/> Archerfield <input type="checkbox"/> Bankstown <input type="checkbox"/> Cessnock	Email:
Student Number:	Student visa: <input type="checkbox"/> Yes <input type="checkbox"/> No

You must read the information on page 3 before completing this form.

Do you want to cancel your course, or do you want to apply for leave of absence? If you want to take leave of absence, please ensure you complete the absenteeism form on the website www.basair.edu.au or you can request a copy of this form from reception.

Course(s) to be cancelled

Please list below the courses from which you want to be cancelled. To view a full list of courses you are currently enrolled in; please refer back to your letter of offer.

Note: Processing this form requires that, for the current Unit of Study, all enrolled courses will be dropped. Financial penalties may apply if the cancellation occurs after the relevant census date.

Course Name	Course Code	Mode of Payment
<input type="checkbox"/> RPL – Recreational Pilot Licence	N/A	<input type="checkbox"/> Full-fee <input type="checkbox"/> VET FEE-HELP
<input type="checkbox"/> PPL – Private Pilot Licence	N/A	<input type="checkbox"/> Full-fee <input type="checkbox"/> VET FEE-HELP
<input type="checkbox"/> Diploma of Aviation (Commercial Pilot Licence)	AVI50215	<input type="checkbox"/> Full-fee <input type="checkbox"/> VET FEE-HELP
<input type="checkbox"/> Diploma of Aviation (Instrument Rating)	AVI50415	<input type="checkbox"/> Full-fee <input type="checkbox"/> VET FEE-HELP
<input type="checkbox"/> Diploma of Aviation (Flight Instructor)	AVI60110	<input type="checkbox"/> Full-fee <input type="checkbox"/> VET FEE-HELP

Reason for cancellation of enrolment (tick one box only)

- | | | |
|--|--|---|
| <input type="checkbox"/> academic difficulties | <input type="checkbox"/> tuition fees too high | <input type="checkbox"/> offer at another provider |
| <input type="checkbox"/> course unavailability | <input type="checkbox"/> financial hardship | <input type="checkbox"/> family commitments |
| <input type="checkbox"/> dissatisfaction with course | <input type="checkbox"/> work commitments | <input type="checkbox"/> travelling overseas/interstate |
| <input type="checkbox"/> support difficulties | <input type="checkbox"/> visa not granted | <input type="checkbox"/> medical |
| <input type="checkbox"/> English language difficulties | <input type="checkbox"/> change of career path | <input type="checkbox"/> personal |
| | | <input type="checkbox"/> other _____ |

My cancellation of enrolment is to take effect:

Effective immediately

____ / ____ / ____

9786.10.0116

BANSKTOWN CAMPUS

A 628/23-25 Airport Avenue
Bankstown Airport NSW 2200
P +61 2 9791 0111 F +61 2 9791 0065
W basair.edu.au E fly@basair.edu.au

CESSNOCK CAMPUS

A Terminal Building
Cessnock Airport NSW 2325
P +61 2 4991 6500 F +61 2 4991 6499
W basair.edu.au E fly@basair.edu.au

ARCHERFIELD CAMPUS

A Building 9 Grenier Drive
Archerfield Airport QLD 4108
P +61 7 3270 2400 F +61 2 9791 0111
W basair.edu.au E fly@basair.edu.au

When your cancellation of enrolment is processed you will immediately lose access to theory lectures, bookings, Austudy Assistance, locker access and for international students your student visa will automatically be cancelled. Please ensure that you save any important documents such as Confirmations of enrolment, invoices or Commonwealth Assessment Notices for your future reference.

Student declaration

I confirm that:

1. I will remain liable for **all** fees if I do not formally cancel my course(s) prior to the relevant census date.
2. I have read and I understand the information on the revers of this form.
3. I have received and retained a stamped copy of this form as evidence of submission.

Student signature _____ Date (dd/mm/yyyy) _____

Office use only

Apply college stamp below

- Has the student received a stamped copy of this form? Yes No
- Has the student returned their ID card? Yes No
- Is the student an international student on a visa? Yes No
- Has the CoE been cancelled in PRISMS? Yes No

Tick once completed

- Marketing to update cancellation reason in Salesforce
- Provide accounts with a copy of cancellation form
- Scan form onto the students EBS file

Cancellation of enrolment

If you are considering cancelling your enrolment you are advised to contact the college and consult with the Student Coordinator.

Enrolment procedure

Details information regarding Basair's enrolment procedure can be found on your letter of offer.

Effective dates

The effective date of submission is the date this form is received by Basair Aviation College.

Financial liability

If you do not formally cancel your enrolment prior to the relevant census date you will incur a financial penalty on your student account. If you have not officially withdrawn by the census date you will remain liable to pay the fees incurred for that particular unit of study.

There is no provision to extend the census date deadline.

VET FEE-HELP

If you have elected to defer payment of fees through VET FEE-HELP you will remain financially liable for outstanding fees if you cancel your enrolment after the relevant census date. Census dates for all courses are published on the Basair website <http://www.basair.com.au/Student/Content/Download-Forms-and-Brochures>

Tuition fee refunds

If you are eligible for a fee refund you may obtain an Application for Refund Form at reception.

Onshore international students

Cancelling your enrolment will affect your student visa. You must contact the Department of Immigration and Border Protection (DIBP) for visa information before submitting this form. Contact DIBP by telephone on 131 881 or through their website at www.immi.gov.au

If you have not completed six month of study in your principal course, you must apply for a release letter from the Student Coordinator if you wish to withdraw from Basair Aviation College to undertake study at another education provider. You are generally not permitted to cancel your enrolment in order to take study at another education provider. All applications for release letter must be made prior to submitting this Cancellation of Enrolment Form.

Form submission

You must retain a signed copy of this form as evidence of submission. The Cancellation of enrolment form must be submitted in person to Basair Aviation College or sent to: Basair Aviation College, PO Box 173, Georges Hall NSW 2198.

As the college does not take responsibility for forms submitted by post, it is strongly recommended that you use either express post or registered post to ensure that you have proof of the date of posting the form.