Course Cancellation Request Form

1. Personal Information

   Name: ________________________________

   Student Number: ____________________ Enrolment Date: ____________

   Course Code and Name: __________________________

   Phone: (____) ___________ Mobile Phone: (____) ___________

   Primary Email*: ____________________________

2. 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 [ ] Incorrect advice at enrolment

   [ ] Changed mind about course [ ] Course more difficult than expected [ ] Support services

   [ ] Course materials [ ] Other (please specify) ____________________________

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

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

3. Course Cancellation Conditions

   If you wish to terminate your studies before the completion of the course, you must notify Mentor Education (A&NZ) in writing ("Cancellation Request"). A refund of the Course Fee, less the applicable administrative fees as outlined in the Schedule of Administrative Fees, (available on the Mentor Education website) will only be issued if Mentor Education (A&NZ) receives the Course Cancellation Request within 7 calendar days of the Agreement Date.

   If you fail to complete and submit your Cancellation Request in writing within 7 calendar days of the Agreement Date, you will be liable to pay the Course Fee to Mentor Education (A&NZ) 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.

4. 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: ____________