# COURSE CANCELLATION REQUEST FORM – MASSAGE

Use this form to cancel (withdraw from) your enrolment in an Evolve College massage course. Complete it and email it to our Administration team at evolve@evolvecollege.com. Your cancellation takes effect from the date we receive this form, and we will confirm it to you in writing. We may contact you to talk about support that is available, but we will not stop you from withdrawing.

## CANCELLATION CONDITIONS

### If you paid upfront (in full or by instalments)

- If we receive this form within the Refund Period (10 calendar days from the Agreement Date, as defined in your Student Agreement) and you return all course materials in their original condition, we will refund the course fee you have paid, less the administration fee set out in the *Administration and Additional Fee Schedule*.
- After the Refund Period, no refund is available unless very compelling circumstances apply. You can apply using the *Special Consideration Request Form*.

### HLT52021 Diploma of Remedial Massage – census days

- If you withdraw **on or before the census day** for a unit of study, you will not have a VET Student Loan debt for that unit and, if you paid upfront, we will refund the tuition fees for that unit in full. No administration or withdrawal fee applies. If we receive this form on a census day, we will process it before the end of that day.
- If you withdraw **after the census day**, you remain liable for that unit's fees or VET Student Loan debt. You may apply within 12 months for a re-credit of your HELP balance or a refund if special circumstances apply, using the *Special Consideration Request Form*.
- Census days are listed in the *VSL Tuition Fee Schedule – HLT52021*. Full details are in the *Student Withdrawal Policy and Procedure* and the *Student Fees Re-crediting Policy and Procedure*.

All documents are available at www.evolvecollege.com/policies, together with the *Fees, Charges and Refunds Policy and Procedure*.

| **STUDENT DETAILS** | | | |
|---|---|---|---|
| Given name/s: | | Family name: | |
| Student ID: | | Date of birth: | (dd/mm/yyyy) |
| Street address: | | | |
| Suburb: | | Postcode: | |
| Mobile: | | Email: | |
| Date of enrolment: | | How you paid: | ☐ Upfront ☐ VSL ☐ Both |

| REQUEST FOR CANCELLATION |
|---|
| I wish to cancel my enrolment in:<br>☐ HLT42021 Certificate IV in Massage Therapy<br>☐ HLT52021 Diploma of Remedial Massage<br>☐ Other: _____ |
| I wish to cancel:<br>☐ the whole course<br>☐ the current unit of study only (Diploma): UOS _____ |
| Why are you cancelling? (optional – this helps us improve): |

| STUDENT DECLARATION | |
|---|---|
| By signing below, you declare that: | I have read the conditions on this form and the information I have provided is correct and complete. I understand that any course cancellation must comply with the terms and conditions of enrolment set out in my Enrolment Form and Student Agreement. |
| Signature: | |
| Date: | |

| OFFICE USE ONLY | |
|---|---|
| Date received (withdrawal date): | |
| Payment type: | ☐ Upfront ☐ VSL ☐ Both |
| Current unit of study and census day: | UOS _____ Census day: _____ / _____ / _____ |
| Received on or before census day: | ☐ YES ☐ NO ☐ N/A |
| Course or unit cancelled: | ☐ YES ☐ NO Date processed: _____ / _____ / _____ |
| Course materials returned: | ☐ YES ☐ NO ☐ N/A |
| Refund due: | ☐ NO ☐ YES – within Refund Period ☐ YES – on or before census day<br>☐ YES – special consideration approved<br>Amount: $_____ |
| TCSI updated (VSL): | ☐ YES ☐ N/A Date: _____ / _____ / _____ |
| Written confirmation sent to student: | Date: _____ / _____ / _____ |
| Executive Manager Operations signature: | |

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Related documents: Student Agreement – Massage, Student Withdrawal Policy and Procedure, Student Fees Re-crediting Policy and Procedure, Fees, Charges and Refunds Policy and Procedure, Special Consideration Request Form, Administration and Additional Fee Schedule, VSL Tuition Fee Schedule – HLT52021.