Course Cancellation Protocols



COURSE CANCELLATION PROTOCOLS





Avoiding cancellation

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

Course Cancellation Request Form



- 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



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 d	te							
Critical number required to run the course								
Profile of students who have accepted or are holding an offer:								
This information can be obtained from Admissions, and the relevant Campus and entered in the grid below;								
Course Early Late		Unconditional	Conditional				Visa	
Cancellation Cancella	ion Reason	Accepts	Accepts	Offers	Offers	Students?		
Date Date								