

## Cancellation Policy & Form (AUST)

Students wishing to cancel their course agree to complete this form and pay any outstanding fees. Please read the Refund Policy agreed to at the time of your enrolment for more information. You can find a copy of the Refund Policy in your student handbook, with your written agreement, and at our administration office.

### Procedure

1. The student first completes an application for cancellation and pays any fees that are overdue.
2. The administration team will then process the cancellation and send confirmation of enrolment cancellation.

**Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reason for cancelling:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
<b>Processed by:</b>		<b>Date:</b>	
<b>Manager:</b>		<b>Date:</b>	
<b>PRIOR TO MANAGER ASSESSMENT</b>			
<input type="checkbox"/> Fees owing in the next 2 weeks or overdue fees			
<b>AFTER MANAGER ASSESSMENT</b>			
<input type="checkbox"/> Students folder emptied & books put in file		<input type="checkbox"/> Trainer has marked work, updated Progress Profile & FENIX	
<input type="checkbox"/> OLC/Catapult digital assessments are printed or saved on FENIX		<input type="checkbox"/> Unenrolled on OLC/Catapult	
<input type="checkbox"/> all documents scanned & saved on FENIX		<input type="checkbox"/> Course Cancelled on FENIX & notes updated	
<input type="checkbox"/> Email student SoA for any completed units/level		<input type="checkbox"/> Student file is ready to archive	
<b>FUNDED</b>			
<input type="checkbox"/> Co-Contribution fee for non-commenced units refunded		<input type="checkbox"/> Funded student - employment survey completed	