



Application for Cancellation of Enrolment

Application for Cancellation of Enrolment

Instructions:

- If you have not studied or completed six (6) months of your principal course of study, and you wish to transfer to another provider, please use the '**Application for Release Form**'.
- Your cancellation request will be assessed pursuant to the ATCWA's Deferral, Suspension or Cancellation Policy & Procedures.
- Read the information and complete all relevant pages of this form.
- Sign the declaration and send the document to Australian Technical College, Western Australia (ATCWA), either by hand, by email to enrolment@atc.wa.edu.au or by post to the address below, together with the receipt for payment of fees (if applicable).
 - **Student Administration, Australian Technical College Western Australia, 8 Francis Street, Perth WA 6000**
- Cancellation of your studies will not be approved until this form is received by the Enrolment Officer and approved by the Managing Director. If you have any outstanding tuition fees to be paid, you must clear them prior to proceeding with this application and will not be considered without receiving the full payment.
- If you have any outstanding tuition fees or loans to be paid, you must clear them prior to proceeding with this application and you will not be considered without receiving the full payment.
- Please ensure that you have provided ATCWA with your up-to-date contact information, and check with the Admin Officer if you have not received your statement of attainment (if applicable) or any other documentation due to a change in your address and contact details.
- Cancelling your enrolment may affect your student visa, as ATCWA is required to notify the Department of Home Affairs (DoHA) and the Department of Education and Training (DET) via PRISMS of the cancellation.
- A \$250 Cancellation fee applies to any cancellation request.
- A \$1990 cancellation fee applies to the cancellation applications that fall under the following circumstances.
 - The request to cancel the current enrolment occurs after commencing the studies and or;
 - The reason for the cancellation request does not fall under a compassionate or compelling ground.
 - If ATCWA decides to cancel enrolment due to misconduct (academic, non-academic, and financial) initiated and committed by the student.
- If you wish to discuss your cancellation before submitting this application, please contact the college admin team via email at: enrolment@atc.wa.edu.au or in person at 8, Francis Street, Perth, WA 6000.

Australian Technical College
Western Australia

Student ID No:	
First/Given Name:	
Family /Surname:	
Current Residential Address:	
Contact No:	
Email:	
Course Cancelling from:	
Commencement Date:	
Please tick ☒ the below statements relevant to you. ☐ I have not commenced the course and have applied for cancellation 4 weeks prior to the Commencement date. ☐ I am applying after commencing the course. ☐ I have completed six (6) months of my principle course of study.	
REASON(S) FOR APPLYING FOR CANCELLATION	

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SUPPORTING EVIDENCE

- Please note that this application will not be considered without appropriate supporting evidence.
- You should only provide certified copies of the originals (where relevant translated in English) and keep the original copies for your own records.

I have enclosed the following evidence to support of my application:

- 1.
- 2.
- 3.
- 4.

DECLARATION

I have read and understood the above instructions and the information provided in this application is true and correct to the best of my knowledge.

Student's Signature:

Date:

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FOR OFFICE USE ONLY

Date application received:	/ /
Commencement date of the course/qualification to be cancelled:	
If enrolled, the number of units of competency were enrolled in:	
The amount of the tuition fees being paid:	
If applicable, the amount to be refunded:	
Has the student paid \$250 cancellation fee:	☐ Yes ☐ No ☐ N/A
If applicable, has the student paid \$1990 cancellation fee:	☐ Yes ☐ No ☐ N/A
If yes, has the payment receipt enclosed:	☐ Yes ☐ No ☐ N/A
Has the student paid all outstanding tuition fees:	☐ Yes ☐ No ☐ N/A
- If the above applicable payments have not been made, please contact the student and advise them to make the payments. - The application should not proceed until all outstanding tuition and cancellation fees have been paid.	
Outcome of the cancellation request:	☐ Approved ☐ Not Approved
The date student was informed about the outcome of the cancellation request:	/ /
Cancellation effective as at:	/ /
The date Enrolment Master Register updated:	
If relevant, the date PRISMS updated:	/ /
The date student file was updated with the cancelled CoE:	
The date SMS/RTO Manager updated:	/ /
The date student access to the SMS & LMS removed:	/ /
The date relevant staff including Trainers were informed:	/ /
STAFF DETAILS	
Name of the staff who approved and processed the cancellation:	
Position:	
Date:	/ /
Signature:	