



Application for Cancellation of Studies



IMPORTANT

If you have not completed six (6) months of your principle course of study and you wish to transfer to another provider, please use the 'Application for Release Form'.

Pursuant to the Deferment, Suspension or Cancellation Policy & Procedure

Please 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, or by email to admissions@atc.wa.edu.au or by post to the below address, together with the receipt for payment of fees (if applicable).

Student Administration
Australian Technical College Western Australia
8 Francis Street
Perth WA 6000

Student Number:	Family Name/Surname:
First/Given Name:	
Course Cancelling from:	

Address:		
	Suburb:	Postcode:
Telephone:	Mobile:	
Email:		



Have you completed six (6) months of your principle course of study? Yes No
If you answered NO, please use the 'Application for a Letter of Release Form'.

REASONS FOR APPLYING TO CANCEL STUDIES

DOCUMENTARY EVIDENCE

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

I have enclosed the following documentary evidence in support of my application:

Please read the following important information:

- Your Cancellation of Studies is not approved until this form is received by the Admin Officer or Student Support Officer and approved by The Director of Studies and/or Operations Manager.
- If money such as any outstanding tuition fees must be paid, this money must be cleared prior to proceeding with this application – it will not be considered without full payment. This provision is in place to prevent students from cancelling their enrolment due to overdue tuition fees. Please note that if you have any outstanding fees or loans, the application will not proceed;
- Please ensure that ATCWA has up to date contact information for you; if you do not receive your statement of attainment (if applicable) or any other documentation because you have changed address; and/or
- Cancelling your enrolment may affect your student visa. We are required to notify the Department of Home Affairs (DHA) and Department of Education and Training (DET) via PRISMS of the cancellation of your enrolment.



DECLARATION

I have read and understood the above information:

Student's Signature: _____

Date: _____

Please tick one of the boxes below:

- I have started the study period and have applied for cancellation of studies PRIOR to Week 4;
~ OR ~
 I have started the study period and have applied for cancellation of studies AFTER Week 4.



~ OFFICE USE ONLY ~

Student Support Officer or Admin Officer to Complete

Is the student a domestic or international student?	<input type="checkbox"/> Domestic <input type="checkbox"/> International
Date Form Received by Admin:	/ /
If enrolled, how many qualifications / units of competency was / were the student enrolled in?	_____ units
Were any qualifications / units of competency completed?	_____ units
Tuition Fee Payment method:	<input type="checkbox"/> Cash <input type="checkbox"/> Direct Deposit <input type="checkbox"/> EFT <input type="checkbox"/> Other
DIRECT: is a refund payable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DIRECT: charge payable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is payment enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all outstanding fees and loans resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If not, student must be contacted immediately. The application cannot proceed any further until all outstanding fees and loans are resolved.

Approved by Staff Name:	Signature:	Date:
Cancellation effective as at		/ /
PRISMS updated (where relevant)		/ /
Notification of Confirmation of Cancellation of Enrolment Sent		/ /



Record Keeping	Date	Initials
RTO Database Updated	/ /	
Student Access to the database/ LMS removed	/ /	
Teaching Staff notified	/ /	
Attendance Lists amended	/ /	
Relevant Registers Updated (attendance, course progress etc.)		
Relevant Staff Notified	/ /	
This form, copy of the approval outcome (& Transcript if relevant) in student's file	/ /	
Student file archived	/ /	