



Application for Cancellation of Studies

Instructions:

- If you have not studied or 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'.
- Your cancellation request will be assessed pursuant to the ATCWA's Deferment, 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, 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

- Cancellation of your studies will not approve until this form is received by the Admin Officer and approved by The Director of Studies and/or Operations Manager.
- If you have any outstanding tuition fees or loans to be paid, you must clear them prior to proceeding with this application and 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 because of change of your address and contact details.
- Cancelling your enrolment may affect your student visa as ATCWA is required to notify the Department of Home Affairs (DHA) and Department of Education and Training (DET) via PRISMS of the cancellation of your enrolment.
- Complete the following application and submit it along with relevant evidence.

Application

Student ID Number:			
First/Given Name:			
Family /Surname:			
Residential Address:			
	Suburb:		Postcode:
Contact No:			
Email:			
Course Cancelling from:			
Commencement Date:			
Have you completed six (6) months of your principle course of study? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered NO, please use the ' Application for a Letter of Release Form '			
REASON(S) FOR APPLYING FOR CANCELLATION			

SUPPORTING EVIDENCE

- Please note that 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 evidence to support of my application:

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

Cancellation Fees Applicable

If a student requests to cancel their enrolment (after commencement) and the reason for cancellation does not fall under compassionate or compelling ground and or the decision of cancellation made by ATCWA refers to any misconduct performed by the student (including financial), the student is liable to pay a cancellation fee of \$2500.

If you have any concerns and you wish to discuss this matter further, please contact the college enrolment team via email at: admin@atc.wa.edu.au or in person at 8, Francis Street, Perth, WA 6000

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: _____

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.

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FOR ADMIN USE ONLY

Date Form Received:	/ /
If enrolled, how many qualifications / units of competency was / were the student enrolled in?	_____ Units
Has the student have completed any qualifications / units of competency?	_____ 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	/ /	