

Student Cancellation/Withdrawal Form



RTO 22360 CRICOS 03612C

Select Student Departure Reason

(40) 'Withdrawn – Official' is used **only** when a student has finished their training without successfully completing any program and has notified the RTO of their withdrawal. The student is withdrawn. - SBAT students - attach employers request (mandatory).

(41) "Cancellation/Withdrawn – Apparent" is used **only** when a student has finished their training without successfully completing any program but has not officially notified the RTO of their withdrawal. The student has lost contact with the RTO and the RTO is assuming a withdrawal. The student is cancelled.

Personal Details			
Student Name		Student ID	
Qualification (code & title)			
Occurrence code		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Homeroom Teacher		Date of Last E.O.P	
Student Signature <i>(Code 40 only)</i>		Date	
		Time	
Academy Manager Approval			
<input type="checkbox"/>	Student's written request to withdraw (email, letter or text message) on file <i>(Code 40 only)</i>		
<input type="checkbox"/>	All attempts to contact student have gone unanswered – student to be withdrawn <i>(Code 41 only)</i>		
<input type="checkbox"/>	Debit success notified and any financial adjustments completed – all students		
Academy Manager Name			
Signature		Date	
		Time	
Compliance (use only)			
<input type="checkbox"/>	'Intention to Cancel Letter' sent	Date:	Time:
		28 Day Response Due Date:	
<input type="checkbox"/>	Cancellation/ Withdrawal processed and Cancellation Letter sent	Date:	
<input type="checkbox"/>	LMS/VETtrak/Clubware updated	<input type="checkbox"/>	Student Data Spreadsheet updated
<input type="checkbox"/>	All stakeholders notified of Withdrawal/Cancellation		
<input type="checkbox"/>	Refund request received (if applicable)		
Compliance Officer Name			
Signature		Date	
		Time	