

# Enrolment Cancellation Form

This form is to be used where Australian Training & Qualification College (ATQ COLLEGE) has decided to cancel a student's enrolment. This form is not to be used where a student's elects to withdraw from a course.

Name: ..... Date:.....

Course Enrolled in: .....

Days per week attending:.....

ATQ COLLEGE's Reason for cancelling your enrolment from the course:

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Date from which cancellation is effective:.....

I understand that I will be issued with a Statement of Attainment for all units in which I have been found competent in within 30 days of the effective date, provided I have met all of my financial obligations to ATQ COLLEGE.

I also realise that my statement of attainment will not include the current units I am studying, unless I submit all the assessments and that I am found competent.

I further realise that ATQ COLLEGE is required to notify several State and Federal Government agencies and departments of my cancellation from the course, such as The Department of Education NSW, Centrelink and NCVET.

I understand that I have the right to appeal this decision.

Signed:.....

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### Office Use Only:

- Class attendance list amended
- Student records amended
- SOA issued
- Centrelink Notified (If applicable)

Authorised Signature: ..... Date: .....

Authorised by – CEO Issue Date – 17th September, 2017 RTO ID: XXXXX	Doc Name – Enrolment Cancellation Form V1.0 Page 1 of 1
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