

Course Cancellation Form

INSTRUCTIONS:

Learners must use this form when requesting to cancel their enrolment:

- Before applying for cancellation, it is recommended you discuss this matter with your Client Services Coordinator
- Complete all sections of the form, and return to Client Services

1. LEARNER DETAILS

Title: <i>(Please tick)</i> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>	
Family Name:	
Given Names:	
Residential Address:	
	Post Code:
Contact number:	
Email:	
Date of Birth:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>

2. ENROLMENT DETAILS

Course code:	
Course title:	
Date of enrolment:	
Reason for cancellation:	<input type="checkbox"/> Increased workload <input type="checkbox"/> Transfer to another RTO <input type="checkbox"/> Personal difficulties <input type="checkbox"/> Dissatisfaction with the course, provide details: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
	<input type="checkbox"/> Other, provide details: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
Cancellation effective from, insert date:	

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3. CONDITION OF CANCELLATION

Cancellation request is within the 10 calendar day cooling off period:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please note: Cancellations made within the cooling-off period will be issued a refund, less the non-refundable deposit. Cancellation requests made after the cooling-off period will not be issued a refund; or if you have a payment plan, the plan will not be cancelled, and direct debits will continue until all payments have been finished. Please refer to the <i>Terms and Conditions of Enrolment</i> for full details.</p>	

4. ACCOUNT DETAILS :

APPLICABLE: NOT APPLICABLE:

Account type:	<input type="checkbox"/> Savings <input type="checkbox"/> Debit <input type="checkbox"/> Cheque account		
Name of bank:			
BSB:		Account number:	

5. ACKNOWLEDGEMENT

By signing this Application for Enrolment Cancellation Form, I accept: <ul style="list-style-type: none"> The cancellation is subject to the approval by National College Australia, and the agreed Terms and Conditions of Enrolment. 	
Full Name:	
Signature:	
Date:	

OFFICE USE ONLY

Refund to be issued / Direct debit payment cancelled	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Refund / Direct debit cancellation approved by the PEO	Initial:		Date:
Refund amount	\$		
Date forwarded to finance:	Initial:		Date:
Comments:			