

CTIC Withdrawal Request Form

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

Email to admissions@casstraining.com.au, student.services@casstraining.com.au or info@casstraining.com.au

| PERSONAL DETAILS *please read enrolment conditions | |
|--|--|
| Family Name | |
| Given Name | |
| Student Number | |
| STUDENT CONTACT DETAILS | |
| Address in Australia | |
| Phone Number | |
| Email Address | |
| AGENT DETAILS *please fill out this section if you have an agent | |
| Do you have an Agent? Y / N | |
| Agent's Name _____ | |
| COURSE ENROLMENT DETAILS | |
| Course Name | |
| Commencement Date | |
| Last Date of attendance | |
| REASON FOR WITHDRAWING *Please attach all relevant documents | |
| | |

Terms and Conditions

- No documents (this includes Certificate, Diploma or Statement of Attainment) will be issued **until course fees and Cancellation Administration Fee (\$350) have been paid in full.**
- No release letter will be issued unless compassionate and compelling circumstances exist
- No application will be processed **until the student speaks to relevant Managers.**
- Completion of this form does not mean the withdrawal has been approved.
- **The Department of immigration and Border Protection will be notified via PRISMS.**
- The documentation will be processed after the form is signed by the departments which means it will take up to 5 days to issue documents after the form is signed and returned to the SSO department.
- No Certificates or Diplomas will be issued for incomplete courses. Student will be provided with Statement of Attainment for each course enrolled.

| | | | |
|-----------------------------|--|-------------------------------|---|
| Document(s) attached | <input type="checkbox"/> yes <input type="checkbox"/> no | Details of attached documents | |
| Enrolled at another college | <input type="checkbox"/> yes <input type="checkbox"/> no | Name of new college | |
| New eCOE or deferred eCOE | <input type="checkbox"/> yes <input type="checkbox"/> no | Plan to re-enrol (optional) | <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, please see marketing staff.</i> |
| Documents requested: | <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Certificate <input type="checkbox"/> Attendance Certificate <input type="checkbox"/> Release letter <input type="checkbox"/> Other | | |
| | <input type="checkbox"/> to be posted <input type="checkbox"/> to be collected <input type="checkbox"/> to be emailed _____@_____ | | |

Student declaration

I understand the terms and conditions of cancellation and agree to speak to a marketing manager and pay all required fees. I also understand the Department of Immigration and Border Protection will be notified by the cancellation of my eCOE.

Signature _____

Date _____

Request to Cancel College Enrolment – Office Use Only

| ATTENTION | INITIAL | DETAILS | |
|-----------|---------|--|--|
| | | <u>SSO</u> | |
| | | Visa Type | |
| | | Number of months Completed | <input type="checkbox"/> yes <input type="checkbox"/> no |
| | | Release letter required | |
| | | <u>SSO</u> <input type="checkbox"/> Student Satisfaction Survey completed | |
| | | <u>General Manager Comment:</u> | |
| | | <u>Marketing Manager Comment:</u> | |
| | | <u>Director of Studies Comment:</u> | |
| | | <u>Accounts</u> | |
| | | Full fee paid | <input type="checkbox"/> yes <input type="checkbox"/> no |
| | | Administration fee \$350 | <input type="checkbox"/> paid |
| | | <u>Marketing Support</u> - Report to PRISMS <input type="checkbox"/> Student notified cessation of studies <input type="checkbox"/> Student left provider | |
| | | <u>Marketing support</u> <input type="checkbox"/> Email SSO notification of PRISMS variation <input type="checkbox"/> Return cancellation form to SSO | |
| | | <u>(STARS Entry)</u> <input type="checkbox"/> Notification of PRISMS variation received and filed in Student Folder <input type="checkbox"/> New "End Date" <input type="checkbox"/> Status Changed to Cancelled | |
| | | <u>SSO (Student documents)</u> <input type="checkbox"/> SOA/Certificate/ Diploma <input type="checkbox"/> Attendance letter (if applicable only) <input type="checkbox"/> Release letter <input type="checkbox"/> All above documents copied and filed in student file <input type="checkbox"/> Trainer/Teacher notified and Student folder archived | |