

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 _____ Release letter required <input type="checkbox"/>yes <input type="checkbox"/>no
		<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