

713-FM-MEGA Withdrawal from Course and Cancellation Form

Relevant Standards SRTOs 2015: 1.7, 5.2 The National Code 2018: Standards 2.1.8, 9	Linked Documents Course Completion within Expected Duration Policy Students Complaints and Appeals Policy Course Progress Interview Form
---	--

Student to complete the following sections:

Student ID	
Student Name	
Current Address	
Course	

Date of Withdrawal			
Reason(s) for Withdrawal <i>(Please provide as much details as possible)</i> Note: Attach any supporting documents with this form if necessary			
Moving to Another RTO/Institute/Uni	<input type="checkbox"/>	Yes	<i>Provide a copy of your "LETTER OF OFFER" from new provider</i>
	<input type="checkbox"/>	No	<i>Provide documentary evidence of the reason(s) stated above</i>
Student Signature			
Date			

For OFFICE use only

Checklist	<input type="checkbox"/>	Completed six (6) months at MEGA	<input type="checkbox"/>	All the fees have been paid
	<input type="checkbox"/>	Copy of Letter of Offer is received	<input type="checkbox"/>	No pending disciplinary issues
Comments, if any				
Approved by	Admissions Officer		Date:	
	COO		Date:	
CoE Cancellation Date				
Follow-up, if any	Notification of Cancellation of CoE			