

## 713-FM-MEGA Withdrawal from Course and Cancellation Form

<b>Relevant Standards</b> SRTOs 2015: 1.7, 5.2 The National Code 2018: Standards 2.1.8, 5, 9 NEAS Quality Assurance Framework Quality Area: 7	<b>Linked Documents</b> Course Completion within Expected Duration Policy Students Complaints and Appeals Policy Course Progress Interview Form
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Student to complete the following sections:

<b>Student Name</b>	<b>Student ID:</b>	
<b>Current Address</b>		
<b>Course</b>		
<b>Date of Withdrawal</b>		
<b>Reason(s) for Withdrawal</b> <i>(Please provide as much details as possible)</i> <b>Note:</b> Attach any supporting documents with this form if necessary		
<b>Moving to another RTO/PHE/Uni/High School</b>	<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>
<b>Student signature</b>		
<b>For Under 18 years old</b>	<b>Name of Guardian:</b>	
<b>Signature:</b>		<b>Date:</b>

**For OFFICE use only**

<b>Checklist</b>	<input type="checkbox"/>	Completed six (6) months at MEGA	<input type="checkbox"/>	All the fees have been paid/Cancellation fee
	<input type="checkbox"/>	Copy of Letter of Offer is received	<input type="checkbox"/>	No pending disciplinary issues
<b>Comments, if any</b>				
<b>Processed by</b>	Admissions Officer		<b>Date:</b>	
<b>Approved by</b>	CFO		<b>Date:</b>	
<b>CoE Cancellation and PRISMS update to be completed within 31 days (or within 14 days if the student is less than 18 years old) from date of approval</b>			<b>Date:</b>	
<b>Follow-up, if any</b>	Notification of Cancellation of CoE to student			