

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, 5, 9 NEAS Quality Assurance Framework Quality Area: 7	Linked Documents 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:

Student Name		Student ID:
Current Address		
Course		
Date of Withdrawal		
Reason(s) for Withdrawal <i>(Please provide as much details as possible)</i> <u>Note:</u> Attach any supporting documents with this form if necessary		
Moving to another RTO/PHE/Uni/High School	☐ Yes	Provide a copy of your "LETTER OF OFFER" from new provider
	☐ No	Provide documentary evidence of the reason(s) stated above
Student signature		
For Under 18 years old	Name of Guardian:	
Signature:		Date:

For OFFICE use only

Checklist	☐	Completed six (6) months at MEGA	☐	All the fees have been paid/Cancellation fee
	☐	Copy of Letter of Offer is received	☐	No pending disciplinary issues
Comments, if any				
Processed by	Admissions Manager		Date:	
Approved by	CFO		Date:	
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				Date:
Follow-up, if any	Notification of Cancellation of CoE to student			