

**Submission:**

Submit form NO less than 21 working days prior to cancellation/withdrawal commencing date requested.

**CANCELLATION/WITHDRAWAL FORM**

(This form in for Domestic Students ONLY)

FEE FOR SERVICE

SKILLS FIRST FUNDED

**STUDENT DETAILS**

Student ID Number:

Family Name:  Given name:

Date of Birth:

Phone:  Mobile:

ATMC's Student Email:

**CANCELLATION/WITHDRAWAL DETAILS**

Course Code:  Course Name:

Course commencement date?  Date of last day attended class:

**NOTE:** Cancellation of enrolment applications will be processed only if they are made in writing, on this form, signed by the student and sent to [info@atmc.edu.au](mailto:info@atmc.edu.au). Students who cancel their enrolment and think they are due for refunds are advised to apply for a refund. Please refer to ATMC's refund policy for refund arrangements. Refund applications must be made in writing on form FN108 Refund Application, which can be obtained from ATMC's Student Support Department. Written applications for refunds will be accepted by mail or email to [refunds@atmc.edu.au](mailto:refunds@atmc.edu.au). Refunds will be processed within 20 working days of receipt of a written application and will include a statement explaining how the refund was calculated. If you are transferring to another provider, please speak to ATMC's Marketing Officer or the Receptionist to receive immediate assistance.

**Reasons for cancellation (tick if applicable):**

<input type="checkbox"/> Medical	<input type="checkbox"/> Relocation	<input type="checkbox"/> Transferring to another institution—Please fill in form SS119
<input type="checkbox"/> Financial	<input type="checkbox"/> Family	<input type="checkbox"/> Dissatisfaction. Please specify: <input type="text"/>
<input type="checkbox"/> Employment	<input type="checkbox"/> Personal	
<input type="checkbox"/> Transferring to another ATMC's course		<input type="checkbox"/> Other. Please specify: <input type="text"/>

Do you have evidence to support the reasons/ circumstances outlined?  Yes — Please attach supporting documents to this application  
 No

**Skills First students please note:** you are only eligible to commence a maximum of two Government subsidized courses in your life time at the same AQF level (eg. you can only do two courses at Certificate IV level), excluding courses in the Foundation Skills List.

**Why are you making this request? (Please write in your own words):**

**STUDENT DECLARATION**

I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application.

I understand that I have the opportunity to complete an internal appeal process in accordance with ATMC's policy P08-Complaint and Appeal available on ATMC website <https://www.atmc.edu.au/resources/policies-procedures/atmc> if I wish to.

**For Skills First students only:**

I understand that a cancellation of enrolment may affect my future training options and eligibility for further government subsidized training under the Skills First Program.

Student Signature:  Date:

**Australian Technical and Management College Pty. Ltd.**  
 Trading as Australian Technical and Management College  
 470 Bourke Street, Melbourne VIC 3000  
 Telephone: +61 3 8327 3100  
 Email: [info@atmc.edu.au](mailto:info@atmc.edu.au) Website: [www.atmc.edu.au](http://www.atmc.edu.au)

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Date of Submission:

Submitted to:

Signature:

Finance Check:

Finance Officer:

Signature:

Comments:

Application Approved  Yes  No

Approving Officer's name:

Position:

Approving Officer's signature:

Date:

E-mail sent to student on:

SMS Updated by:

Date:

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