

LEARNER Cancellation/Withdrawal Form – VET FEE-HELP

Where to return this form

Please return the completed form to your nearest Smart City Vocational College office. Before submitting this form, you should discuss your options with your trainer or any other Smart City representative. Contact details can be found at www.smartcitycollege.edu.au
For the purpose of this form, Cancellation shall also mean Withdrawal

This form is to be used only when a LEARNER has requested to cancel. Once completed by the learner, this form should remain on the learner's file. Please use the internal cancellation / debt reversal form to process this cancellation internally.

Learner details

Name: _____ Mobile No: _____
 Home address: _____ Postcode: _____
 Postal address: _____ Postcode: _____
 Email: _____
 USI: _____ OR Date of birth: _____

Start Date: _____	End Date: _____
Course Advisor: _____	Current mode of study: <input type="checkbox"/> Campus <input type="checkbox"/> Distance/On-Line
QUALIFICATION <i>(please circle)</i> : Diploma of Business / Diploma of Horticulture / Diploma of Counselling / Diploma of Digital & Interactive Games	

Options Discussed - Mentoring/Distance/Distance with Campus access

CANCELLATION details

DATE OF CANCELLATION: _____

Reason for cancellation:

Before 1st census After 1st census Before 2nd census After 2nd census Before 3rd census After 3rd census
 Before 4th census After 4th census

I am aware of my rights and any debt that may apply as outlined in the Higher Education Support Act 2003, VET Guidelines and the VET FEE-HELP Information Booklet and agree to cancel/withdraw from the program.

Learner's signature: _____ Date: _____

Campus Manager name: _____

Campus Manager signature: _____ Date: _____