



Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 9043 3926, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Enrolment Cancellation Form

True Education Pty Ltd t/a Technical Education Development Institute and t/a Technical Electronics Centre (hereby referred as TEDI)

Australian International Student Off-Shore Student

Student Name:

Student ID: TEDI.....**Date of Birth:**

Address:

Contact No. (Ph.) **(Mobile)**.....

Email:

International students must state the reason for cancelling their program True Education Pty Ltd T/A Technical Education Development Institute (referred as TEDI) is obliged to report the cancellation to the Department of Home Affairs (DHA). Also, all supporting documents should be attached with this form. Please refer to Fee payment and Refund Policy for any applicable refunds. You can find refund policy at our reception and on our website www.tedi.vic.edu.au.

Please choose the courses below for the cancellation.

SELECT COURSE	Qualification	CRICOS Course Code
[]	BSB40120- Certificate IV in Business	107596M
[]	BSB50120 - Diploma of Business	107597K
[]	BSB60120 - AdvancedDiploma of Business	107598J
[]	UEE30920- Certificate III in Electronics andCommunications	103416H
[]	UEE41520 - CertificateIV in Video and Audio Systems	103407J
[]	UEE50520 - Diploma of Electronics and Communications Engineering	103403B
[]	CPC30220- Certificate III in Carpentry*	104767K
[]	CPC31320- Certificate III in Wall and FloorTiling*	104766M
[]	CPC50320 -Diploma of Building and Construction (Management)	107293D
[]	BSB80120 - Graduate Diploma of Management (Learning)	107599H

Please specify the reason for cancellation of your enrolment:

Students are requested to complete the section below if enrolment is being cancelled on the basis of Transfer between another provider.

Transfer to another provider - Request Detail:

Requests will not be processed until supporting documents are provided.

You will have to provide the following evidence for Technical Education Development Institute to be able to process your application request:

1. A copy of a valid enrolment offer letter with an approved provider
2. A letter explaining the reasons for your transfer request.

Technical Education Development Institute has the right to refuse **students release requests made within the first six (6) months of their Principal course**. Please refer to Technical Education Development Institute's Policies and Procedures or your Student Handbook

Student's Signature: Date:

For Office Use Only

Received by:

Signature:Date:

If enrolment is cancelled on the basis of transfer between providers (complete the sections below)

Decision	
Release approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason :	_____
Comments (If any)	_____
Date Letter Issued to Student:	_____
Signature:	Staff full name:
Date:	