



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 8725 2061, Website: [www.tedi.vic.edu.au](http://www.tedi.vic.edu.au)  
Email: [admissions@tedi.vic.edu.au](mailto: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](http://www.tedi.vic.edu.au).

Please choose the courses below for the cancellation.

SELECT COURSE	Qualification	CRICOS Course Code
<input type="checkbox"/>	BSB40120- Certificate IV in Business	107596M
<input type="checkbox"/>	BSB50120 - Diploma of Business	107597K
<input type="checkbox"/>	BSB60120 - Advanced Diploma of Business	107598J
<input type="checkbox"/>	UEE30920- Certificate III in Electronics and Communications	103416H
<input type="checkbox"/>	UEE41520 - Certificate IV in Video and Audio Systems	103407J
<input type="checkbox"/>	UEE50520 - Diploma of Electronics and Communications Engineering	103403B
<input type="checkbox"/>	CPC30220- Certificate III in Carpentry	104767K
<input type="checkbox"/>	CPC31320- Certificate III in Wall and Floor Tiling	104766M
<input type="checkbox"/>	CPC50320 -Diploma of Building and Construction (Management)	107293D
<input type="checkbox"/>	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: .....

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**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?  Yes  No

Reason :

\_\_\_\_\_

Comments (If any)

\_\_\_\_\_

Date Letter Issued to Student:

\_\_\_\_\_

Signature:

Staff full name:

Date: