

ENROLMENT CANCELLATION FORM

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

Instructions for Students

- Use this form if you wish to cancel or withdraw from your enrolment at TEDI.
- Attach supporting documents (required for international students).
- Read in conjunction with TEDI's Deferral, Suspension and Cancellation Policy, Transfer Between Providers Policy, and Fee Payment & Refund Policy.
- Cancellations may affect your visa. Please contact DHA for advice before submitting this form.

☐ Onshore 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 to 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 the Fee payment and Refund Policy for any applicable refunds. You can find the fee payment and 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 Advanced Diploma of Business	107598J
☐	UEE30920 Certificate III in Electronics and Communications	103416H
☐	UEE41520 Certificate IV in Video and Audio Systems	103407J
☐	UEE50520 Diploma of Electronics and Communications Engineering	103403B
☐	UEE60220 Advanced Diploma of Electronics and Communications Engineering	116572M
☐	UEE62122 Advanced Diploma of Engineering Technology – Electrical	116571A
☐	CPC30220 Certificate III in Carpentry	104767K
☐	CPC31320 Certificate III in Wall and Floor Tiling	104766M
☐	CPC50320 Diploma of Building and Construction (Management)	107293D
☐	CPC50220 Diploma of Building and Construction (Building)	117811D
☐	BSB80120 Graduate Diploma of Management (Learning)	107599H

True Education Pty Ltd Trading as

1. Technical Education Development Institute
2. Technical Electronics Centre

Enrolment Cancellation Form

ABN: 63 135 095 957 |Version no: 25.1

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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
Email: admissions@tedi.vic.edu.au

Please specify the reason for cancellation of your enrolment:

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Supporting documents attached: ☐ Yes ☐ No

Would you like to meet with the Student Support or Wellbeing Officer to discuss compassionate or compelling circumstances before proceeding with cancellation?

☐ Yes (If Yes, please also complete a Student Support Request Form)

☐ No

Important Note

If your cancellation request is due to a transfer between another provider, you must also complete a separate Release Request Form available on our website and at reception in accordance with National Code 2018 Standard 7.

This Enrolment Cancellation Form alone will not process transfer requests.

Terms and Conditions:

- I understand that if I am seeking a fee refund, I must also complete a separate Refund Application Form.
- I understand I may not be eligible for any fee refund if I have not met the terms and conditions outlined in the Fee Payment and Refund Policy.
- Where the cancellation of enrolment has been initiated by TEDI, I am entitled to 20 working days to access the internal Feedback, Complaints and Appeals Process to contest the decision.
- I authorise TEDI to obtain further supporting information or official student records from other institutions where necessary in relation to this application.
- I acknowledge that TEDI will use and manage my personal information in accordance with its Records Management Policy and Privacy Policy.
- I understand that cancellation of my enrolment may impact my student visa and that TEDI is required to report cancellations to the Department of Home Affairs (DHA) via PRISMS.
- I have read TEDI's Deferral, Suspension and Cancellation Policy and understand that changes to my enrolment may result in a change to my CoE and visa status.
- I declare that all information provided on this form is correct and complete in every detail, and I understand that providing false or misleading information may result in rejection of my application.
- I also understand the consequences of cancelling my enrolment before a new visa is granted if my visa is still being processed.
- I have been informed that I may access TEDI's Student Support and Wellbeing Services to discuss my circumstances before finalising this cancellation.
- I acknowledge that TEDI has advised me to contact the Department of Home Affairs (DHA) for advice regarding any potential impacts on my visa before submitting this application.
- I understand that personal information collected on this form will be managed in accordance with the Privacy Act 1988 and TEDI's Privacy Policy
- By signing this form, I confirm that I have read, understood, and agree to the terms and conditions regarding the cancellation of my enrolment.

Student's Signature: Date:

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Email: admissions@tedi.vic.edu.au

For Office Use Only

Received by:

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Signature:Date:

☐ Valid supporting documents are attached

If cancellation relates to transfer between providers, confirm that a Release Request Form has been completed: ☐ Yes ☐ No

Staff Comments (if any):

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Processed by.....Signature:Date:

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