

## Course Cancellation Form

This form is used to cancel or withdraw from your enrolled course of study. It must be completed and submitted to EIM Training, Administration. On receipt of the completed course cancellation form, EIM Training will process your cancellation and issue a Statement of Attainment for any completed units of competency. To cancel your course there is a cancellation fee of \$250, please be aware that the Statements of Attainment will not be issued until this fee is paid. The cancellation fee does not apply to students under a traineeship.

<b>Given Name:</b>		<b>Surname:</b>	
<b>Address:</b>			
<b>Contact Number:</b>		<b>Email:</b>	
<b>Qualification Code &amp; Name:</b>			
<b>Date of Enrolment:</b>		<b>Date of Cancellation to Take Effect:</b>	
<b>Reason for Program Cancellation:</b>			

## Declaration

I, \_\_\_\_\_, wish to terminate my program of study. I understand that in doing this I am cancelling my enrolment and if I so wish to continue the program at a later date, I will need to re-apply and pay the fees required as outlined in EIM Training's Schedule of Administration Fees. I also understand that if I cancel my course after one month of commencement the full course fee will be liable as per the student payment terms & conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Use Only			
<b>Date of Form Received:</b>		<b>Cancellation Processed in aXcelerate:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Cancellation Fee Received:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Statement of Attainment Issued:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Name of EIM Admin Staff:</b>		<b>Signature:</b>	
<b>Notes:</b>			