

Cancellation Policy & Form (AUST)

Students wishing to cancel their course agree to complete this form and pay any outstanding fees. Please read the Refund Policy agreed to at the time of your enrolment for more information. You can find a copy of the Refund Policy on the download page of our website <http://eagleacademy.com.au/downloads>, with your written agreement, and at our administration office.

Procedure

1. The student first completes an application for cancellation and pays any fees that are overdue.
2. The administration team will then process the cancellation and send confirmation of enrolment cancellation.

Name: _____ **Campus:** _____

Course: _____ **Start Date:** _____

Address: _____

Email Address: _____

Reason for cancelling: _____

Student Signature: _____ **Date:** _____

OFFICE USE ONLY			
Processed by:	_____	Date:	_____
Manager:	_____	Date:	_____
PRIOR TO MANAGER ASSESSMENT			
<input type="checkbox"/> Fees owing in the next 2 weeks or overdue fees		_____	
AFTER MANAGER ASSESSMENT			
<input type="checkbox"/> Students folder emptied & books put in file		<input type="checkbox"/> Trainer has marked work, updated Progress Profile & FENIX	
<input type="checkbox"/> Unenrolled on OLC/Catapult		<input type="checkbox"/> Course Cancelled on FENIX & notes updated	
<input type="checkbox"/> All documents scanned & saved on FENIX		<input type="checkbox"/> Email student SoA for any completed units/level	
<input type="checkbox"/> Student file is ready to archive		_____	
FUNDED			
<input type="checkbox"/> Co-Contribution fee for non-commenced units refunded		<input type="checkbox"/> Employment survey completed (follow up if not received)	
<input type="checkbox"/> Mark only started units as WC and remove any non-started units		_____	