

# Notification of Cancellation of Studies

Student Name: \_\_\_\_\_  
Student Address: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Training Consultant's Name: \_\_\_\_\_  
Course: \_\_\_\_\_

I wish to cancel my studies with TLC Training Solutions.

Date of cancellation: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I am cancelling my studies for the following reason/s:

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I understand my employer will be notified of my notification of cancellation.

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

TLC Training Solutions will send you a Statement of Attainment for all competencies that were completed successfully once we have processed your cancellation of studies.

N.B Refunds of fees paid are not given for costs related to enrolment or any units or skill sets ordered regardless of whether unit/skill set has been commenced. No refunds apply to Higher Level Skills, or Certificate 3 Guarantee enrolments.

Trainees and Apprentices must discuss cancellation with their employer and submit to DETE required notification using the correct Departmental form.

Refer to your Student Handbook for further details.

***Please return this form to TLC Training Solutions  
PO Box 508 Browns Plains BC QLD 4118  
Or to your Training Consultant***

<b><i>Office use only</i></b>	<b><i>Tick</i></b>	<b><i>Staff Initial</i></b>	<b><i>Date completed</i></b>
Notification of Cancellation of Studies received	<input type="checkbox"/>	_____	____ / ____ / ____
Cancellation processed on database	<input type="checkbox"/>	_____	____ / ____ / ____
Statement of Attainment sent to student	<input type="checkbox"/>	_____	____ / ____ / ____
Letter of cancellation sent to employer (if applicable)	<input type="checkbox"/>	_____	____ / ____ / ____