

Recommendation to Cancel CoE



1.1 REASON FOR REPORTING

Attendance Academic Progress Non – Financial

1.2 STUDENT DETAILS

Student ID: _____

Family Name: _____

First Name: _____

Course Name: _____

Reporting Period: _____

Has this student been through the reporting process before? Y: N:

If yes ~ Reason for Reporting: Attendance Academic Progress Non-Financial Misbehaviour

1.3 ACADEMIC OVERVIEW (When reporting for Unsatisfactory Academic Progress Only)

Has the student received any additional academic support? Y: N:

VET only: Is the student meeting course requirements? Y: N:

1.4 ATTENDANCE OVERVIEW

Class attendance: Actual: _____ % for CoE / term

Projected: _____ % for CoE / term

If Absent without leave, last date in class: _____

Was any documentation provided to explain absence? Y: N:

If yes, Medical Compassionate / Compelling

CONTACT DETAILS OF THE STUDENT:

Last known address: _____

Was this confirmed by the student? Date: _____ Y: N:

FINANCIAL OVERVIEW:

Original Amount Owing: _____

Payments received: _____

Total Amount Outstanding: _____

Has the student provided any reasons for non-payment? Y: N:

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Comments:

Sign: _____ **Date:** _____

1.5 CONTACT WITH STUDENT:

1st Warning letter:	_____	<input type="checkbox"/> Posted	<input type="checkbox"/> Emailed
Final Warning letter:	_____	<input type="checkbox"/> Posted	<input type="checkbox"/> Emailed
Intention to Report letter:	_____	<input type="checkbox"/> Posted	<input type="checkbox"/> Emailed

TO BE COMPLETED BY STUDENT ADMINISTRATION:

Intention to Report letter issued /sent: _____

Student must submit internal appeal by: _____

Internal appeal submitted? Y: N: _____

Date response letter issued / sent: _____ Successful Unsuccessful

Student must submit External appeal by: _____

External appeal submitted? Y: N: _____

ACPET Confirmation of outcome: _____ Successful Unsuccessful

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RECOMMENDATION:

(To be signed by CEO / Training Manager)

Student to be Reported

Student not to be Reported

Comments:

Name: _____

Signature: _____

Date: _____

Date Passed to Student Administration for reporting: _____

Signed by Student Administration Officer: _____

Recording requirement through PRISMS:

APPEALS:

Has the student been issued with a written notice of intention to report: Y: N:

Has the student chosen to access the complaints and appeals process? Y: N:

Is the appeals process completed? Y: N: N / A:

Was the student's appeal successful? Y: N: N / A:

Was the student advised of their right to an external appeals process? Y: N: N / A:

Did the student choose to access the external appeals process? Y: N: N / A:

Is the appeal process completed? Y: N: N / A:

Was the student's appeal successful? Y: N: N / A:

Note: In the case of AWOL students, please refer to the "Attendance Overview" section on the front page of this form for last date in class.

Student notified of the cancellation of CoE on: _____

CoE Cancellation on PRISMS on: _____

Student Records updated on Student Management System on: _____

UIA Officer Signed: _____