

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: <input type="checkbox"/> N: <input type="checkbox"/> |
| If yes ~ Reason for Reporting: | <input type="checkbox"/> Attendance <input type="checkbox"/> Academic Progress <input type="checkbox"/> Non-Financial <input type="checkbox"/> Misbehaviour |

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

| | |
|---|---|
| Has the student received any additional academic support? | Y: <input type="checkbox"/> N: <input type="checkbox"/> |
| VET only: Is the student meeting course requirements? | Y: <input type="checkbox"/> N: <input type="checkbox"/> |
| _____ | |

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: <input type="checkbox"/> N: <input type="checkbox"/> | | | |
| If yes, <input type="checkbox"/> Medical <input type="checkbox"/> Compassionate / Compelling | | | |

CONTACT DETAILS OF THE STUDENT:

| | |
|--|---|
| Last known address: | _____ |
| Was this confirmed by the student? Date: _____ | Y: <input type="checkbox"/> N: <input type="checkbox"/> |

FINANCIAL OVERVIEW:

| | |
|---|---|
| Original Amount Owning: | _____ |
| Payments received: | _____ |
| Total Amount Outstanding: | _____ |
| Has the student provided any reasons for non-payment? | Y: <input type="checkbox"/> N: <input type="checkbox"/> |

Recommendation to Cancel CoE



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

Recommendation to Cancel CoE



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: _____