

Training Account Closure Form

TAFESIS031

Personal Details			
TAFESA Student ID:		Date of Birth:	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Given name(s):		Family name:	
Campus:			

Residential Address in Australia			
Property/Building Name:			Unit Number:
Street Number:	Street Name & Type:		
Suburb:	State:	Post Code:	
Contact Phone:	Email:		

Qualification Information		
Qualification Name:		
Qualification Level:	Registration Year:	Program Code: (if known)
Participant ID: (if known)	Contract ID: (if known)	

Reason for closure of Training Account:

Confirmation of Account Closure
<input type="checkbox"/> I hereby permit TAFE SA to close my Subsidised Training (Skills & Employment (S&E) Portal) training account.
<input type="checkbox"/> I have provided my details as per this form completely and truthfully.
<input type="checkbox"/> I understand that if there are any complications with closing the account, I will be contacted via the details on this form.
<input type="checkbox"/> I understand that by closing the training account for this qualification at TAFE SA, that funding arrangements for this qualification may change in the future. If I wish to create a training account for this qualification in the future, that funding may no longer be available.

Student Signature:  _____ **Date:** _____

TAFE SA Workgroup Use Only

Confirmation of Student Status
<input type="checkbox"/> The student has no active registrations under the above qualification.
<input type="checkbox"/> The students biographical details are updated in SIS.
<input type="checkbox"/> Completed form forwarded to Nominated Officer

Staff Signature:  _____ **Date:** _____

Office Use Only

Confirmation of Account Closure	
<input type="checkbox"/> SHADEGR/Parchment check completed	<input type="checkbox"/> Outstanding RPL (DS035) check completed
<input type="checkbox"/> Un-resulted (SFARHST) check completed	<input type="checkbox"/> S&E Portal TA/any other RTO TA open check completed
<input type="checkbox"/> MS AP Result (DS001) check completed	<input type="checkbox"/> Training account has been closed in S&E Portal

Comments: _____

Staff Signature:  _____ **Date:** _____