

# Cancel, Suspend or Defer Training Application Form



Learners wishing REINSW to cancel, suspend or defer their current training course must complete this application form and email it through to REINSW Training for processing.

REINSW will not be able to process any request for cancellation, suspension or deferral unless supported by this application form. **All fields must be completed.**

PART A - Learner details			
Learner Name:		Contact Number:	
Email Address:		Date of Birth:	
USI Number:			
Home Address:			

PART B - Please select the course you are currently studying - Please TICK to select one	
CPP31519 Certificate III in Real Estate Practice	
CPP41419 Certificate IV in Real Estate Practice	
CPP51119 Diploma of Property (Agency Management)	
Assistant Agent Course	
Short course - (Auctioneer, Stock & Station, Buyers Agent, or General Elective)	

PART C - Please select which one you are applying for today - Please TICK to select one			
Course Cancellation		A statement of attainment where applicable, will be issued to you within 30 days of your cancellation date for any unit of competencies that have been deemed competent.	
Course Suspension / Deferral		Date you would like your course to recommence?	

Cancellation - Please outline the reason for the cancellation of your course
Suspension/Deferral - Please outline the reason why you are suspending your course until further notice

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PART D - Please select how you are currently completing your studies - Please TICK to select one	
Traineeship through a Government funded position	
Fee for service - upfront payment was made for the course (continue to Part F)	

## Traineeships only

PART E - Have you contacted and advised your Apprentice Centre	
Yes	
No - You must do this to ensure that your traineeship is either cancelled or deferred	

Consent - Do you consent for REINSW Training to share this form and your personal details with your apprenticeship centre to advise them of your application to either cancel, suspend, or defer your traineeship	
Yes, I consent	
I do not consent	

Important: REINSW must have the acknowledgement of your workplace supervisor prior to this application being processed.

Workplace Supervisor Acknowledgement	
Workplace Supervisor Name	
Contact Number:	
Real Estate Agency Name:	
<p>I _____, have been advised by _____ that they wish to either cancel or suspend/defer their traineeship.</p> <p>I am aware that this may have an impact of the real estate agency's ability to claim any incentives that may be available as part of this traineeship.</p> <p>Where the traineeship is being deferred and a nominated date has been advised, I agree that I will remain as the workplace supervisor for _____ once the traineeship recommences.</p> <p>Signature: _____ Date: ____/____/____</p> <p>Print Name:</p>	

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All Learners to complete

## PART F - Learner's declaration

I \_\_\_\_\_ have read and agree that the information provided by me in the cancellation, suspension/deferral application form, is to my best knowledge, true and accurate and that I agree to the following.

### 1. Cancellation of course

I agree that where I have cancelled the course, that am not entitled to a refund of any fees paid to REINSW Training in accordance with the REINSW Training refund policy found on the REINSW training website.

### 2. Suspension/Deferral of course

I agree that where I do not take up my studies again from the nominated commencement date as noted within this application form, REINSW Training have the right to cancel my training course and advise me in writing of the cancellation.

### 3. Traineeship

I agree that I will contact the Apprenticeship Centre that I am currently managed by to advise them of the cancellation, suspension/deferral of my traineeship.

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