

TAFE NSW Institutes must complete this form and forward it to DECI as soon as a cancellation of a course is known. Institutes need to identify any continuing and new students impacted by the cancellation and the proposed action (ie. alternative TAFE NSW location or alternative TAFE NSW course).

The form needs to be signed by the Institute Director and forwarded to Kathryn De Carlo, R/Director, International Programs - TAFE NSW (kathryn.decarlo@tafensw.edu.au)

Name of Institution

Institute international contact for managing course cancellations

COURSE/INTAKE INFORMATION

NAME OF COURSE TO BE CANCELLED	COURSE NUMBER	COLLEGE/CAMPUS	SEMESTER INTAKE	YEAR

STUDENTS INFORMATION

	ISC REFERENCE NUMBER	ACTION PROPOSED: REFUND OR ALTERNATIVE OFFER (INSTITUTE)
Continuing students impacted by course cancellation		
New students impacted by course cancellation (paid)		

Institute Director's Name

Signature

Date (DD/MM/YYYY)

NOTES

- 1 It is recognised that courses offered to international students may be cancelled by TAFE NSW. However cancellation of courses in which an international student is enrolled (ie has an offer and has been issued an e-confirmation of enrolment) is a provider default under the ESOS Act 2000, and as such are reported via PRISMS.
- 2 In such cases, TAFE NSW is required to offer students a full refund or an alternative place in a course that is acceptable to the student.
- 3 Course cancellations impact students who are directly entering a vocational course/higher education program and those who have applied to study a course/package of courses.
- 4 The inclusion of VET/University (D2D) pathways in the streamlining arrangements was one of the few positives for TAFE NSW to come out of the Knight review. As UWS is our major D2D partner, any course cancellations for D2D students could have a major impact on our partnership arrangement with UWS.

Process for students who have commenced the vocational course/higher education

Institutes to notify students of course cancellation, and offer student alternative course/college, or full refund of fees, and inform ISC of student's decision. If the student accepts the new offer, the student needs to sign the "Agreement by student offered an alternative course/college after eCoE issue form". Institute to send the form to ISC, so a new offer and eCoE can be issued.

Process for students who are on a pathway and have commenced the ELICOS course

Institutes to notify students of course cancellation, and offer student alternative course/college, or full refund of fees, and inform ISC of student's decision. If the student accepts the new offer, the student needs to sign the "Agreement by student offered an alternative course/college after eCoE issue form". Institute to send the form to ISC, so a new offer and eCoE can be issued.

Process for students who are on a Diploma to Degree (D2D) pathway and have commenced the vocational course

Institutes to notify students of course cancellation, and offer student alternative course/college, or full refund of fees, and inform ISC of student's decision. If the student accepts the new offer, the student needs to sign the "Agreement by student offered an alternative course/college after eCoE issue form". Institute to send this form to ISC, so as a new offer and eCoE can be issued. ISC to inform UWS of any course cancellation ASAP. If the student agrees to study a new D2D package, ISC will arrange for the student to sign the UWS "Acceptance to study at UWS" form.

Process for students who have not yet commenced

ISC to notify students of course cancellation, and offer student alternative course/college, or full refund of fees, and follow the same process as above.

SUBMITTING THIS FORM

EMAIL FORM TO:

Kathryn De Carlo
R/Director
International Programs - TAFE NSW
kathryn.decarlo@tafensw.edu.au

FOR DEC USE ONLY

ACTION COMPLETED
