

## Australian Apprentice RTO Notification of Non – Completion

**Purpose:**

The Apprentice / Trainee or Employer has stated to you they will not be completing the qualification they are enrolled in as an Australian Apprentice at Federation University.

Program Manager / Nominee is to complete this form and submit to Registrar Services via a Service Now request or by emailing [smb.studentcentre@federation.edu.au](mailto:smb.studentcentre@federation.edu.au) along with the unit withdrawal form (if required) for processing.

Once submitted, Registrar Services will check and ensure that all results on Campus Solutions are up to date on the student record.

A copy is to be placed in students file.

**Apprentice / Trainee Details**

<b>Apprentice Name</b>	
<b>CS number</b>	
<b>EPSILON number</b>	
<b>Qualification</b>	

<b>Date of last attendance</b>	
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<b>At the time of this non-completion, were there any units withdrawn from this program? *If YES, ensure the unit withdrawal form is attached</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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<b>Signature – Program Manager or Nominee</b>	
<b>Name – (please print)</b>	
<b>Telephone</b>	
<b>Date</b>	