

Student cancellation form

Note: The following information **must** be provided by parent/guardian.

Student details			
Surname		Given name/s	Year level
Postal address			
City/Town		Postcode	

Please tick (✓) the appropriate box to indicate the main reason for your cancellation.

Reason	Applies to	Evidence required
Full-time employment (25 hours or more) or Part-time employment (25 hours+/week on a permanent contract)	Must be over 16 years of age See page 2 for more information	Letter from employer on company letterhead
Travel ceased	Enrolled under <i>Traveller</i> or <i>Overseas</i> category	Letter or email of enrolment in new school, if other than a Government school.
TAFE / Tertiary studies commenced	Finished Year 10 or over 16 years of age See page 2 for more information	Letter of Acknowledgement of enrolment
Traineeship/Apprenticeship commenced	Finished Year 10 or over 16 years of age See page 2 for more information	Letter of Acknowledgement from employer on letterhead Registration of traineeship/apprenticeship
Attending another government school Name of school	Any student currently enrolled	Nil
Attending a non-government school Name of school	Any student currently enrolled	Letter or email of Acknowledgement of enrolment at a new school
Registering with Home Education Unit Other reason	Any student currently enrolled	Email from Home Education Unit

Note: If there are issues associated with service delivery, please indicate by attaching a letter to this form clarifying the issue.

- This may affect any government assistance/benefits for study at BrisbaneSDE you receive. You are advised to contact the appropriate agencies as this is separate to your enrolment with us.
- Please remember to return all resources on loan from BrisbaneSDE to the Discovery Centre.

Return to:	
Post	Attention: Enrolments Department Brisbane School of Distance Education GPO Box 1308 Brisbane Qld 4001
Email	enrolments@brisbanesde.eq.edu.au

Information supplied by: Please tick (✓) one

Parent/Guardian	BrisbaneSDE staff	OneSchool notification
Signed	<input type="text"/>	Date
Approving officer signature	<input type="text"/>	Date

Students in the **compulsory school phase** can cancel their enrolment when the student:

- is attending another school (name of school required); or
- has completed Year 10 or turned 16 and be employed full time (at least 25 hours per week) **and** has provided BrisbaneSDE with evidence of employment (three payslips or a statement from the employer), or
- has completed Year 10 or turned 16 and be studying a Certificate III, IV or Diploma full time **and** has provided BrisbaneSDE with evidence of enrolment, or
- has completed Year 10 or turned 16 and be participating in a full time apprenticeship or traineeship **and** provided BrisbaneSDE with evidence.

A young person's **compulsory participation phase** starts when she/he stops being of compulsory school age (for example, turns 16 or completes Year 10 whichever comes first) and ends when the person:

- has turned 17 years of age; or
- has completed Year 12 studies; or
- has completed a Certificate III, Certificate IV or above.

Any student who does not fit these categories **cannot** cancel their enrolment, regardless of their age or year level — they are legally required to continue with their education until they meet one of the above conditions.

If you wish to discuss a cancellation of enrolment please contact the Enrolments Department: enrolments@brisbanesde.eq.edu.au.

Office use only: Databases updated

OneSchool	EDDIE	Student Management System	JacPLUS	Spreadsheet	Teacher/Deans/HODs notified
Entered by				Date	