

# Request to Cancel Registration

## RTO 6 REQUEST TO CANCEL REGISTRATION

To request cancellation of registration, an RTO must use this form to notify the Training Accreditation Council.

**Note:** The Training Accreditation Council will not process a request from an RTO to cancel its registration until The Training Accreditation Council has been able to determine that the RTO has met all of its obligations under the *Vocational and Education and Training Act 1996* and returned its certificate of registration and any annexures to it.

### SECTION 1 – DETAILS OF REGISTERED TRAINING ORGANISATION

Name of RTO legal entity: \_\_\_\_\_

Registered business (trading) name: \_\_\_\_\_

Provider Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Legally Responsible Contact Person: \_\_\_\_\_

Position in RTO: \_\_\_\_\_

### SECTION 2 - REASONS FOR CANCELLING REGISTRATION

### SECTION 3 – ARRANGEMENTS MADE TO TRANSFER EXISTING STUDENTS (INCLUDING APPRENTICES AND TRAINEES)

Before formally requesting cancellation of your RTO's registration, you must make arrangement to transfer to another suitable RTO (or other RTOs) all existing students (including trainees and apprentices) who will **NOT** complete their training before your RTO ceases operating. You must formally notify each existing student of the arrangements you have made and obtain their agreement to those arrangements, including any refund of fees you are offering them. Please explain the arrangements you have made.

### SECTION 4 – TRANSFER OF STUDENT RECORDS TO THE REGISTERING BODY

The Training Accreditation Council requires you to provide a printed or electronic copy of all student results. These records must identify each person by name, the qualification the person was granted, and a list of all units of competency achieved. The records must be returned to:

Mail: Training Accreditation Council Secretariat  
PO Box 1766  
OSBORNE PARK WA 6916

Email: [tac@des.wa.gov.au](mailto:tac@des.wa.gov.au)

## SECTION 5 – RETURN OF RTO'S CERTIFICATE OF REGISTRATION

For this request to be processed, you are required to return your organisation's certificate of registration and any annexures to it to:

Training Accreditation Council Secretariat  
PO Box 1766  
OSBORNE PARK WA 6916

### To The Training Accreditation Council

Please cancel our RTO's registration and remove our entry from the [www.training.gov.au](http://www.training.gov.au) website.

All students enrolled in the Training Package qualifications, units of competency and accredited courses on our scope of registration have completed their required training and been issued with the AQF qualifications or Statements of Attainment to which they are entitled, or have been transferred to the RTOs listed (above).

**To voluntarily cancel your RTO's registration, the legally responsible person must sign this form**

Signature of CEO: \_\_\_\_\_ Date: \_\_\_\_\_  
Print name: \_\_\_\_\_ Position: \_\_\_\_\_

Following receipt of this request to cancel your registration and your organisation's certificate of registration and annexures, the Training Accreditation Council will process your request, formally cancel your organisation's registration and remove all details of your organisation from the National Register, [www.training.gov.au](http://www.training.gov.au).

You must ensure that all references to your organisation's status as an RTO are removed from all marketing and advertising material, website(s), corporate stationery, other published material and signage.

Please forward your completed application by mail or facsimile to:

Training Accreditation Council Secretariat  
Level 9, 20 Walters Drive  
OSBORNE PARK WA 6916

Telephone: (08) 9441 1910  
Facsimile: (08) 9441 1901  
Email: [tac@des.wa.gov.au](mailto:tac@des.wa.gov.au)