

**Form C**

Form C

Request by an RTO to cancel registration

**About this form**

This form must be used to cancel registration as a training organisation registered with the VRQA. All mandatory sections must be completed to avoid delays in the processing of your application.

The VRQA will not process a request to cancel registration until we have determined that the registered training organisation (RTO) has met all of its obligations under Australian Quality Training Framework (AQTF) Essential Standards for Registration and the *Education and Training Reform Act 2006* (the Act)

You are required to provide an electronic copy of all student results at the time of cancellation.

**Submitting your application**

This form must be emailed to vrqa.vet@education.vic.gov.au

## **Privacy disclaimer**

All information collected in this declaration is required by State or Commonwealth legislation and associated regulatory frameworks.

The VRQA will only use this information in relation to its powers and functions under the Act. To read the VRQA’s full privacy statement, see:

* [Privacy statement](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

You are able to request access to the personal information that we hold about you and request that it be corrected.

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| --- | --- |
| 1. **RTO details** |  |
| RTO name  (legal entity) |  |
| RTO number (TOID) |  |
| Trading name |  |
| Cancellation date |  |
| Postal address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone No. |  | Email |  |
| Registration contact |  | Position in RTO |  |
|  | | | |
| 2. Reason for cancelling registration | | | |
| Please provide information about why you wish to cancel your registration. | | | |
|  | | | |
| **3. Completion of qualifications by currently enrolled students** | | | |
| Please explain the arrangements you have made to enable current students (including trainees and apprentices, if relevant) to complete their training and be issued with the relevant qualifications. | | | |
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| **4. Arrangements made to transfer existing students (including trainees and apprentices) on the cancellation of registration, formally notify them of the arrangements, obtain their agreement and refund any fees required.** | | | |
| Before formally requesting cancellation of your RTO’s registration, you must make arrangements to transfer all existing students (including trainees and apprentices) who will not complete their training to another suitable RTO (or RTOs) before your RTO ceases operations. 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 that you have made. | | | |
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| **5. Transfer of continuing students and their student records to another registered training organisation** | | | |
| If you intend to transfer continuing students and their student records to another RTO, please provide details below. If students are transferring to more than one RTO, copy this table. | | | |
| RTO name (legal entity) |  | | |
| Trading name |  | | |
| RTO (TOID) number |  | | |
| Postal address |  | | |
| Phone number |  | Email |  |
| Registration contact no. |  | Position in RTO |  |
| 6. Transfer of continuing students records to the VRQA | | | | |

You are required to provide an electronic copy of all student results at the time of cancellation. These records must include:

* family name and first name
* residential postcode
* date of birth
* enrolment/commencement date
* code and title of course
* codes and titles of modules/units of competency
* modules/units of competency assessment results
* credentials and date issued.

The records must be saved on a USB as a Microsoft Excel document and sent to the VRQA.

Please be aware that if you are also registered as a school and have records on the Victorian Assessment Software System (VASS), you are required to submit a statement to that effect and are not required to submit the student records.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Declared at | | |  | | | | | | (location of signing) | |
| in the State of Victoria, this | | | | | | \_ \_ / \_ \_ / 202 \_ | (date) | | | |
|  | |  | | | | | (signature of person making this declaration – to be signed in front of an authorised witness) | | | |
|  | | |  | | | |  | | | |
| Authorised witness\* | | | | |  | | |  | | |
| Before me: | | | | | | | |  | | |
|  |  | | | | | | | | | (witness name) |
|  |  | | | | | | | | | (title) |
|  |  | | | | | | | | | (address) |
|  |  | | | | | | | | | (signature) |
|  |  | | |  | | | | | |  |
| \* The authorised witness must write, type or stamp their name, the capacity in which they have authority to witness a statutory declaration and their address under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019). For a list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see: [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs) | | | | | | | | | | |

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| **Statutory declaration by the Principal Executive Officer** | | |
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| I, |  | (Full name of Principal Executive Officer) |
| of |  | (Legal entity registered) |
|  |  | (RTO number or TOID) |
|  | do solemnly and sincerely declare that: |  |
| * as Principal Executive Officer, I authorise the cancellation of our RTO registration on behalf of our legal entity and its shareholders | | |
| * 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) | | |
| * all references to our organisation’s status as an RTO have been removed or is in the process of being removed from all marketing and advertising material, website(s), corporate stationery, other published material and signage. | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | | | (Signature) | |  | | \_ \_ / \_ \_ / 202 \_ | (date) | | | | |