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*Please see Queensford College Overseas Students Under 18 Years of Age Policy, available on the College website.*

*At this point the RTO Manager will be notified of the impending cancellation so that the student's trainer/s report immediately should the student cease attending the required scheduled classes.*

*As such, students who advise Queensford College about their intention to cancel their enrolment, but have not provided formal written advice of their intention to cancel/cease their study earlier and have ceased attending class, will then be sent a Warning letter Non Genuine Student*

*Warning letter – Non Genuine Student or make any attempts to contact the College the College will implement and send the student a Notice of Intention to Report- non-genuine Student (Warning letter for the cancellation of their enrolment on the grounds of them not being a genuine student, which could impact their visa status.*

All communication with the student shall be recorded on Dynamics (Student Management System) for audit purposes.



