



Western Adelaide

Secondary Schools Network

EXAMPLE WEBVET CANCELLATION OF COURSE LETTER

<<<Date>>>

<<<Student Name>>>

<<<Student address>>>

<<<Suburb, State, PC>>>

<<<Student Home School>>>

Dear <<<Student Name>>>

Thank you for your expression of interest for the <<<Course Name>>> course, hosted by <<<Host School>>>.

Unfortunately, Western Adelaide Trade School wishes to advise that this course has been cancelled for 2018.

If you nominated a reserve VET course, this reserve will be activated automatically. You will receive notification about your expression of interest in this reserve course soon.

If you did not nominate a reserve course, but wish to apply for an alternative VET course for 2018, please contact the VET Coordinator at your school to discuss possible course selections.

Yours sincerely

<<<VET Coordinator Name>>>

VET Coordinator

<<<Host School>>>

<<<Information entered through WebVET>>>