



## SCHOOL BOOKING CANCELLATION FORM

### Request to cancel booking

Note: If a date change is required, please complete a 'School Booking Amendment Form'

Event ID	Day	Month	Year	Start time
Full name of school				Year level
Suburb			State	Postcode

### School submitting cancellation

Organising teacher's name		
Phone	Email	Mobile
Reason for cancellation		
Submitted by Name		
I confirm that I am the teacher/school delegate responsible for the cancellation		Yes No

### Agent requesting cancellation on behalf of the school

Name	Company
Phone	Email
Name of teacher who requested cancellation	
Phone	Email
Agents cancelling on behalf of a school are required to provide documentation verifying the school has authorised the cancellation (eg email from the school). This must be provided when lodging this form and can be attached to the auto-generated email which opens after clicking the Submit button	
I confirm that I have been authorised by the school to cancel their booking and attach supporting documentation from the school	
Yes No	

### Additional notes

**Option 1** - If using Internet Explorer as your browser, you may fill in the form online, click the **Submit** button and an email will be launched with the PDF form attached ready for you to send

**Option 2** - If using any other browser or you're experiencing an issue with the submit but the form may be filled out on-line, then printed or saved. Alternatively the form may be printed as a blank form and written out. Completed forms should then be attached to an email addressed to [school.bookings@aph.gov.au](mailto:school.bookings@aph.gov.au)