Cancelling your enrolment in a training course

If you have enrolled in a training course in Themis, but are no longer able attend, you may cancel your enrolment via the **Training and Development** function in Themis Self Service.

**Important:** while you may cancel your course enrolment at any time, you should check the cancellation policy of the training provider prior to cancelling as a fee may apply.

If you choose to cancel after your enrolment has been confirmed, please notify the appropriate training administrator (as displayed in the details screen of the training course).

**To cancel a confirmed enrolment (current learning)**

1. Log on to Themis via your UOM Staff Self Service responsibility and select **Performance and Development > Training and Development**.
   This will take you to the Themis Learning Management module where your current (confirmed) training information will display.

2. Select the enrolment you would like to cancel and click on the **Unenroll** icon.
   A cancellation screen for the selected course will display. **Note:** before you cancel your enrolment you should check the cancellation policy of the training provider (Training Centre) as they may charge a cancellation fee.

3. Enter your cancellation details.

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<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>New Status</td>
<td>Select <em>Employee/Supervisor Cancelled</em> from the drop-down list.</td>
<td>This field is mandatory.</td>
</tr>
<tr>
<td>Reason</td>
<td>Select an appropriate reason for the cancellation from the drop-down list.</td>
<td></td>
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4. Click on the **Finish** button.
   You will receive a confirmation that your enrolment in the selected course has been cancelled and the course will no longer display in your current training view.

   **Note:** your supervisor will also receive a notification that you have cancelled your enrolment in the course.

5. Click on the **Learning History** tab (located on the menu bar) to view the details of the cancelled course.
To cancel an unconfirmed enrolment (requested learning)

Note: you will not be able to cancel an enrolment that is awaiting supervisor approval. If you wish to cancel your enrolment, you may either:

- Request your supervisor reject your enrolment (your learning history will reflect a status of Rejected by Supervisor) or
- Wait for your supervisor to approve your enrolment, then cancel (your learning history will reflect a status of Employee/Supervisor Cancelled)

1 Log on to Themis via your UOM Staff Self Service responsibility and select Performance and Development > Training and Development.
   This will take you to the Themis Learning Management module where your current (confirmed) training information will display.

2 Click on Requested Learning in the blue menu bar.

3 Locate the enrolment you would like to cancel and click on the Class Name link.
   The Class details screen will display.

4 Click on the Unenroll button.
   A cancellation screen for the selected course will display. Note: before you cancel your enrolment you should check the cancellation policy of the training provider (Training Centre) as they may charge a cancellation fee.

5 Enter your cancellation details.

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6 Click on the Finish button.
   You will receive a confirmation that your enrolment in the selected course has been cancelled and the course will no longer display in your current training view.

Note: your supervisor will also receive a notification that you have cancelled your enrolment in the course.

7 Click on the Learning History tab (located on the menu bar) to view the details of the cancelled course.