

Leaving the NDIS

You can complete this form to let us know you no longer want, or need, to be an NDIS participant. You can also contact us by phone or in person.

Phone

- NDIS National Contact Centre **1800 800 110**
- TTY Users **1800 555 677**
- First Nations Connect **1800 411 640**
- Speak and Listen Users **1800 555 727**
- If you need help with English **131 450**

In Person

- You can find your closest **local area coordinator, early childhood partner** or **NDIS office** on our website. Go to [ndis.gov.au](https://www.ndis.gov.au), select **Contact**, then under **Local offices and contacts** you can **search your area**.

How to use this form

Use this form to let us know you want to leave the NDIS if you are a **participant** who is 18 or older, or you're the **child representative or plan nominee** of a participant.

If someone else is filling this form in for you, they need to complete **Part B** and **provide evidence of their authority** (unless this has already been provided) for them to do this for you. We need this information to help protect your privacy.

How to return this form

You can return this form in any of the following ways:

- **NDIS Portal:** upload completed form
- **Email:** enquiries@ndis.gov.au
- **Mail:** NDIA, GPO Box 700, Canberra ACT 2601
- In person: Visit a **Local Area Coordinator, Early Childhood Partner** or **NDIS office** in your area.

What happens after you return this form

When we receive your request, we'll send you a letter confirming that you've asked to leave the NDIS. You will then have at least 90 days to think about your decision and decide whether leaving the NDIS is right for you.

During the cooling-off period, you'll stay an NDIS participant until the end of the cooling off period. During this time, you can continue to use the NDIS funding in your plan. This also gives you time to process any outstanding claims. You can [contact us](#) if you want some help to do this.

If you need more time to consider if leaving the NDIS is right for you, you can ask us to extend your cooling off period. You can [contact us](#) at any time during the cooling-off period to request an extension.

If you change your mind and decide you want to stay in the NDIS, you can cancel your request at any time before the cooling-off period ends. We'll explain how to do this in the letter we send you.

Sometimes you may ask to leave the NDIS while we are checking whether you still meet the eligibility requirements. If we decide you're no longer eligible for the NDIS, you may stop being a participant before the end of your cooling-off period. Once you stop being a participant, your plan ends and you can't access NDIS funding after that date.

If you don't cancel your request, you'll stop being an NDIS participant at the end of the cooling-off period. Your NDIS plan will end, and you won't be able to access NDIS funding after that date.

Part A: Participant information

In **Part A**, you need to provide some information about yourself.

Question	Answer
Full name	
Date of birth	
NDIS number	
Contact phone number	
Address	

Part B: Authorised representative information

If someone else is filling this form in for you, because you are younger than 18 and they have **parental responsibility** for you, or they are your **legal representative, plan nominee or guardian**, they will need to:

- complete **Part B**, and
- provide **evidence of their authority** (unless this has already been provided).

We need this information to help protect your privacy. We use it to **verify identity** and make sure you have given permission (we call this **consent**) for them to do this for you.

Question	Answer
Relationship to the participant For example: child representative, advocate, plan nominee, family member, friend.	
Full name	
Date of birth	
Contact phone number	
Address	

Part C: give consent to a person or organisation

In **Part C**, you can let us know how you would like us to support you to finalise the NDIS plan. If you have a **support coordinator** or **plan manager**, you can also ask them for support.

Question	Answer
How can we support you before you leave the NDIS?	- Provide information - Link with community supports - Finalise participant services - Finalise payments (for services received before leaving date) - Follow up assistive technology - Follow up modifications (home or vehicle) - Finalise NDIS portal access - I don't want NDIA support
Does the plan include self-managed funding? Note: If you need help to make sure all invoices are paid before you leave the NDIS, you can contact us .	- Yes - No - I Don't know – please check for me
Does the plan have periodic transport payments ? Note: If your plan includes periodic transport payments, you'll continue to receive these payments until the day you leave the NDIS. We will tell you your leaving date in the letter we send you.	- Yes - No - I Don't know – please check for me

Part D: Signature and details

You can only complete **Part D** if you:

- are the **participant**.
- have **parental responsibility** for the participant (under 18 years of age)
- are an **authorised representative** who has legal authority or consent to act for the participant, and **you have given us evidence of this**.

By signing and sending this form to the NDIS:

- I certify that the information I have provided is true and correct.
- I confirm that I am authorised to provide the details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purposes of confirming my identity.
- I no longer want to be a participant of the NDIS.
- I understand that if I don't cancel my request to leave the NDIS before the cooling off period ends, and the cooling period is not extended, I'm no longer an NDIS participant and I won't be able to access NDIS supports.
- I understand that if I want to become a participant again in the future, I must make a new application.
- I understand that I may not meet the access requirements if I apply to the NDIS again in the future.
- I understand this form or have had this form explained to me.
- I understand that giving false or misleading information is a serious offence.
- I understand that this information is protected by law and can only be given to someone else where Commonwealth law allows or requires it, or where I give permission.

Question	Answer
Full name	
Date	
Signature	