

COURSE WITHDRAWAL FORM

| Student Details | | | |
|--|--|---------------------------|--|
| Student ID: | | Student Name: | |
| Address: | | | |
| Telephone/ mobile: | | Email: | |
| Course: | | Course start date: | |
| Have you attended any classes in this training period? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes, when was the last date you attended classes? -----/-----/----- | | | |
| <u>Reason for Course withdrawal (Please tick):</u> | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Medical Issues</div> <div style="width: 33%;"><input type="checkbox"/> Transfer to another institute/ provider</div> <div style="width: 33%;"><input type="checkbox"/> Financial Issues</div> <div style="width: 33%;"><input type="checkbox"/> Low Assessment Results</div> <div style="width: 33%;"><input type="checkbox"/> Cannot keep up with study load</div> <div style="width: 33%;"><input type="checkbox"/> Support Services not adequate</div> <div style="width: 33%;"><input type="checkbox"/> Loss of Interest in Course</div> <div style="width: 33%;"><input type="checkbox"/> Accommodation issues</div> <div style="width: 33%;"><input type="checkbox"/> Others</div> <div style="width: 33%;"><input type="checkbox"/> Personal/Family Problems</div> <div style="width: 33%;"><input type="checkbox"/> Obtained employment</div> </div> | | | |
| <u>Supporting documents provided (Please tick):</u> | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Medical Issues</div> <div style="width: 33%;"><input type="checkbox"/> Explanation Letter</div> <div style="width: 33%;"><input type="checkbox"/> Others</div> <div style="width: 33%;"><input type="checkbox"/> Airline Tickets</div> <div style="width: 33%;"><input type="checkbox"/> Offer Letter</div> </div> | | | |
| <u>Course withdrawal: Important Information</u> <ul style="list-style-type: none"> You must fill out the course withdrawal application. You must be up to date with course fees at the time of the request. Your request will be assessed based on the student course variation or withdrawal policy. If you wish to apply for a refund, you must fill out the Refund Request Form. Please refer to the refund policy. You will be issued with Statements of Attainment for units completed and paid to date upon request. | | | |
| <u>Student Declaration:</u> I have read and accept the policy and declare that the information provided is correct and complete. I understand that any refund must comply with the terms and conditions. | | | |
| Student Signature: | | Date: | |

| For Office Use Only | | | |
|--|--|---|--|
| Date Received: | | Received by: | |
| <u>Student completing six months of their principal course of study</u> <input type="checkbox"/> YES <input type="checkbox"/> NO | | <u>Accounts</u> <input type="checkbox"/> Financial <input type="checkbox"/> Non-Financial Signature: _____ Date: _____ | |
| <input type="checkbox"/> Course withdrawal Approved | | Notes: _____ _____ | |
| <input type="checkbox"/> Not Approved | | | |
| Signature: _____ | | Date: _____ | |
| Student Services | <input type="checkbox"/> COE cancelled – PRISMS <input type="checkbox"/> Student Notified of Outcome <input type="checkbox"/> RTOM updated and scanned form/documents uploaded | Signature: _____ Date: _____ | |
| IT Support | <input type="checkbox"/> LMS Account Deactivated <input type="checkbox"/> Active Directory Deactivated <input type="checkbox"/> SIC Office 365 Deactivated <input type="checkbox"/> RTOM Locked | Signature: _____ Date: _____ | |