



APPLICATION FOR WITHDRAWAL

This form is to be completed if you are applying to withdraw from a unit of competency or a full qualification. Please refer to the Attendance Policy in the Student Handbook before completing the form. The completed form and supporting documents must be submitted to RTO Coordinator or Chief Executive Officer in person or via email.

Please note that depending on when you lodge your withdrawal application, you may be liable financially for any outstanding fees in accordance with the attendance and refund policies.

SECTION 1: PERSONAL DETAILS

First Name

Surname

Student ID

Qualification Code

Qualification Title

SECTION 2: WITHDRAWAL TYPE

Do you have any outstanding fees? Yes Course fee amount \$ _____ No

When do you want this withdrawal application to take effect (date or study period)?

I wish to withdraw from a unit of competency

Unit Code

Title

Unit Code

Title

Unit Code

Title

Unit Code

Title

I wish to withdraw from the qualification

Withdrawal reason:

- | | |
|--|---|
| <input type="checkbox"/> Health issues | <input type="checkbox"/> Work commitments |
| <input type="checkbox"/> Course not to expectation | <input type="checkbox"/> Personal issues |
| <input type="checkbox"/> Family commitments | <input type="checkbox"/> Other |

- I am transferring from full time student to an apprentice

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SECTION 4: DECLARATION

- I declare that to the best of my knowledge, the information I have supplied on this form is true and correct. I have read and understood the Enrolment and Attendance Policy
- I understand that if I withdraw after the study period census date of 90 days after the date of commencement, that I am liable for all costs associated with my qualifications enrolment.

Student Signature

Date

- I am the parent/guardian signing on behalf of an under 18 student

Parent/Guardian Signature

Parent/Guardian Name

*PLEASE ATTACH ANY ADDITIONAL SUPPORTING DOCUMENTATION TO SUPPORT YOUR APPLICATION

** IF YOU ARE AN A FULL TIME STUDENT TRANSFERRING TO AN APPRENTICESHIP, PLEASE LIST ALL OUTSTANDING UNITS