



# APPLICATION FOR WITHDRAWAL

This application is to be completed if you wish to withdraw from a course or subjects. Please refer to the **LEARNER'S HANDBOOK** for policies regarding withdrawals. Please attach all relevant supporting documentation upon submission.

Please note that you may have academic and financial liabilities to settle for this application and will be evaluated in the process.

To be eligible for withdrawal, applicant must have completed at least six (6) months study period of course. In case an applicant has completed less than six (6) months, they must provide evidence of compassionate and compelling reasons for withdrawal.

## SECTION 1: PERSONAL INFORMATION

First Name	Last Name	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Course	Campus
<input type="text"/>	<input type="text"/>

Year	<input type="text"/>	Census date (Domestic students only)	<input type="text"/>
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Month/Term	<input type="text"/>	Withdrawal deadline (International)	<input type="text"/>
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\*30 days before commencement of relevant study period

## SECTION 2: WITHDRAWAL DETAILS

			Amount
Outstanding fees:	Yes	Details:	
		Course Fee	<input type="text"/>
		Library Fee	<input type="text"/>
		Admin Fee	<input type="text"/>
		Transfer/Reversal Fee (for overseas bank transfer)	<input type="text"/>
		Damage to equipment/property	<input type="text"/>
		Others, please specify	<input type="text"/>

No  
Date/study period of effectivity:

### Withdraw from course/s:

Course	Start date	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Course	Start date	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Course	Start date	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Course	Start date	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>



**Withdraw from whole course:**

Reason for withdrawal:

Health issues

Work commitments

Course does not meet expectation

Personal issues

Family commitments

Other:

**SECTION 3: SUPPORTING DOCUMENTS**

Please attach all relevant documents and evidence of course completion (see bottom of page for guidelines).

Medical Certificate

COE or Letter of Offer  
(if transferring to another institution)

Police Report

Counsellor/Psychologist evaluation

Court or legal documentation

Statutory Declaration

Withdrawal letter with reason

Other (specify and provide  
documentation):

**SECTION 4: DECLARATION**

I have read and understood the **Enrolment and Attendance Policy** in the **LEARNER'S HANDBOOK**.

I have read and understood the **International Student Transfer Procedure**.

I declare that the information and evidence I have provided for this form is true and correct to the best of my knowledge.

I am aware of and am willing to resolve any academic and/or financial penalties associated with this withdrawal application.

I am aware of and willing to settle all academic and/or financial responsibilities to TrEd College.

I have discussed my situation and options with a TrEd College representative.

• **International students:**

I have completed at least six (6) months study period of my course.

I have attached a Certificate of Enrollment of the institution I am transferring to.

I have attached a withdrawal letter with a detailed compassionate and compelling reason.

• **VSL:**

Note: This form is used as notice of withdrawal from a VET Student Loan enrolment and to determine any refund amounts for students who have self-paid and withdrawn prior to the census day. Students who have withdrawn after Census day and are requesting a recredit of their VETSL debt must provide their campus with an "Application to re-credit a HELP balance" form along with supporting evidence and this withdrawal form, see Section C.

Note 2: Refunds (applicable to payment only, not loans) are to be made to the learner, company or third party who originally paid

• **Withdrawal and refund information in relation to VET student loans – Please check VSL Refund policy**

1. Students who withdraw after the census day of a Unit of Study:

- will receive no refund of the Unit of Study fees if they have self-paid
- will be liable for the full debt for the Unit of Study if they have taken out a VET Student Loan



- will only be eligible for a refund or reversal of their VET Student Loan under "Special Circumstances'
2. Special Circumstances are listed in the VET Student Loan Information Student booklet. Students must submit a completed Application to re-credit a HELP Balance form as stipulated under the VET Student Loans Act 2016
  3. All decisions to re-credit a HELP balance can only be made in accordance with the requirements of the Act. Check Re-crediting policy
  4. Written notification of the students intent to 'withdraw/discontinue' their studies is by this form completed by the student
  5. Withdrawal effective date is when the student notifies TrEd College of their intention to withdraw.
  6. TrEd College will take action to withdraw students from study where:
    - Students have not demonstrated participation and/or attendance of their study on a regular basis. TrEd College will attempt contact to determine their status of continuing enrolment or withdrawal from their studies. TrEd College will assist students to re-commence their studies, however if no response is received within times specified, action will be taken to withdraw/close the enrolment
    - The student cannot demonstrate competency in all applicable practical/theory/workplace components of study. TrEd College is under no obligation to offer repeat attempts at a Unit of Competency or continue an enrolment where successful competency is not demonstrated.

Student Signature

Date

**SECTION 5: RECEIVING AND APPROVAL (Office use only)**

Received by:

Signature:

Date

Approved by:

Signature:

Date

**SECTION 6: OFFICE SIGN OFF (office use only)**

Student Admin Officer:

- Document Attached uploaded on RTO Manager
- Updated Registry and RTO Manager
- Email sent to Accounts Department on withdrawal
- Accounts Responded Email attached to the withdrawal

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* All photocopied documents attached must be certified true copies of original

\*\* Scanned documents must be in color and very clear and legible.

Complete submission done online will be processed accordingly but will only be finalised when original documents have been presented on-site