

## WITHDRAWING FROM YOUR STUDIES

- Students that request formal withdrawal from their units or course are required to notify SuniTAFE of their intention.
- Students that have withdrawn from a Victorian government subsidised course are impacted by future training options and eligibility for government training under the *Skills First* program.
- Students that have deferred their studies must ensure they are enrolled again in the deferred course prior to the agreed re-start date to avoid being withdrawn from the course.
- Students that defer studies may be re-tested for eligibility under the *Skills First* program and will be tested for concession eligibility.

## FEE REFUNDS

- Information regarding refunds are set out at [www.sunitafe.edu.au/about/procedures](http://www.sunitafe.edu.au/about/procedures) and [www.sunitafe.edu.au/about/policies](http://www.sunitafe.edu.au/about/policies)

Please complete all details in Section A and B.

### SECTION A: CURRENT PERSONAL DETAILS

Student ID	<input type="text"/>	Date of Birth	<input type="text"/>
Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Course Code	<input type="text"/>	Campus	<input type="text"/>
Course Title	<input type="text"/>		

### SECTION B: REQUEST FOR WITHDRAWAL

#### Please indicate request for withdrawal:

- Withdraw from the course.
- Defer studies and resume on \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Students may only defer up to 6 months and only where participation has occurred in the course in the current year.*
- Withdraw only from the units listed below and remain enrolled in all other units and continue in the course:

Unit Code	Unit Name

#### Please indicate your reason for this request:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Difficulty in course workload | <input type="checkbox"/> Change of mind             | <input type="checkbox"/> Gained employment      |
| <input type="checkbox"/> Financial difficulty          | <input type="checkbox"/> Course does not meet needs | <input type="checkbox"/> Left district          |
| <input type="checkbox"/> Health issues                 | <input type="checkbox"/> Work commitments           | <input type="checkbox"/> Enrolled in wrong unit |
| <input type="checkbox"/> Personal issues               | <input type="checkbox"/> Family issues              | <input type="checkbox"/> Other reasons          |

#### Further details indicating reason for request listed below, if applicable:

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Student Signature:

Date:

**PRIVACY:** Your personal information will be used and collected as set out in the SuniTAFE Privacy Policy found at [www.sunitafe.edu.au](http://www.sunitafe.edu.au)

**OFFICE USE ONLY**

- Section C:** must be completed by the staff member that has been in contact with the student requesting the withdrawal where the student has not been able to sign this form.
- Section D:** must be completed by the Business Delivery Manager where the student has requested a Deferral from the course.
- Section E:** must be completed by the delegated Administration Officer to confirm a deferral can be actioned where the student has requested a Deferral from the course.

**SECTION C: INSTITUTE STAFF MEMBER COMPLETION – IF APPLICABLE**

**By signing below, I confirm the following:**

- I have an email regarding this withdrawal and a copy is attached (*email address must be the current email address within SMS*)
- I have had a conversation with the student via telephone on \_\_\_/\_\_\_/\_\_\_ at \_\_\_ am/pm and full details of the conversation are detailed below supporting the withdrawal request or Student Interview Report is attached:

Staff Name:

Signature:

Date:   /   /

**SECTION D: BUSINESS DELIVERY MANAGER DEFERRAL APPROVAL**

- Deferral is approved** \*if approved, the Administration Team will verify prior to finalising the Deferral
- Deferral is not approved.**

Please provide further information related to the Deferral approval/non-approval, if applicable:

EDM Name:

Signature:

Date:   /   /

**SECTION E: ADMINISTRATION DEFERRAL VERIFICATION**

- Deferral can be applied**
- Deferral cannot be applied – EDM and student notified**

Further information to be related to the Deferral, if applicable:

Signature:

Date:   /   /