

By completing and submitting this *Withdrawal Form the student will discontinue the Course of Study or Unit/s of Study with Skills Training Australia and will need to re-apply for admission to study in the future.

The date the *Withdrawal Form is received by Skills Training Australia is the date the student is deemed to have withdrawn from the Course of Study or Unit/s of Study.

**the Withdrawal Form or an email or letter of intention to withdraw with all relevant details*

PLEASE NOTE: For student accessing a VET Student Loan, to avoid incurring a debt the student must withdraw from a Unit of Study on or before the census day. For all other information please refer to the link below.

<https://skillstraining.edu.au/course-fees/vet-student-loans>

Enter the VET Course Code and Name:

Personal Details

Student Name:		Student ID:	
CHESSN <i>(students accessing VET Student Loan/VET FEE-HELP)</i>			
Email:			
Address:			
Phone:			

Please tick your request/s

- I wish to withdraw from my Course of Study
- I wish to withdraw from my Unit/s of Study listed below on or before the census date. No debt is incurred, and refund applies if payment has been made. (For VSL fees are charged by Units of study).
- I wish to withdraw from my Unit/s of study listed below after the census date. No refund applies.

Student to complete the below if withdrawing from specific VET Unit/s of study or competency

Office Use Only

VET Unit of Study <i>(For VET Student Loan approved courses)</i>	VET Unit of Competency <i>(For all other courses)</i>	Start Date	Census Day/Date <i>(where applicable)</i>	Upfront Fees Paid

Reason for Withdrawal

Student must state reason for withdrawal from course or Unit/s of Study/Competency

I understand that:

- by completing and signing this form I will discontinue my enrolment in the course or unit/s of study/competency specified in this form and that, I will need to re-enrol in the unit/s to complete these.
- should I wish to re-enrol in the unit/s of study/competency or enrol in subsequent unit/s of study/competency **post my withdrawal**, I must contact Skills Training Australia and complete a new application form.

I declare the information I have given on this application is correct. Please amend my records to show that I am withdrawing as indicated above.

Student Signature:

Date:

OFFICE USE ONLY:

NOTE: If a student has provided an email or letter of intention to withdraw, the student does not need to complete pages 1 and 2 of the form. Please attach the document to the withdrawal form and complete the office use only section.

1. Training Department:

I have discussed with the student the reasons for withdrawal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I have attached email communication evidence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I approve the application to withdraw based on my conversation with the student. If application of withdraw not approved, provide reason	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Withdrawal hours attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the Placement Manager been advised of the withdrawal?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Manager Name:				
Manager Signature:		Date:		

2. Administration Department:

Amend student management system	<input type="checkbox"/>		
SMS Event Completed	<input type="checkbox"/>		
SOA created in SMS	<input type="checkbox"/>		
Advised student to complete VSL progression check and update status to 'withdrawn'	<input type="checkbox"/>		
Check the "Completion Status" of "Unit of Study" in the SMS for VSL students	<input type="checkbox"/> Applicable	<input type="checkbox"/> Not Applicable	
Check with finance are there any outstanding payments? If 'YES', What is the balance _____	<input type="checkbox"/> Yes	<input type="checkbox"/> NA	
Additional notes (if applicable)			
Administration Name:			
Administration Signature:		Date:	