

## Student Withdrawal Form

The Student Withdrawal Form is used when a student wishes to withdrawal from their course (qualification, unit of competency or skill set) with SEDA Group. Depending on the date of the withdrawal the student may not be eligible for a refund and may be liable for fees. Any outstanding fees will be notified by the Finance Department. In circumstances where a student has not had evidence of participation or engagement in accordance with the Student Learning and Support Policy and Procedure; SEDA Group will use this form to withdraw the student from their course.

Student First Name:		Student Last Name:	
Student ID:	Class:		
Course Code and Title:			
Host School (if applicable):			
Current Address:			
Current Email Address: (personal email address)			
Laptop/Notebook serial number (if applicable):			
Reason for withdrawal: (Please tick one of the following)			
<input type="checkbox"/> English language difficulties	<input type="checkbox"/> Academic difficulties	<input type="checkbox"/> Dissatisfaction with qualification	<input type="checkbox"/> Tuition Fees too high / Unable to pay my fees
<input type="checkbox"/> Conflict with Trainer/Assessor	<input type="checkbox"/> Another institution provided this qualification	<input type="checkbox"/> I found a job	<input type="checkbox"/> Transport or travel issue
<input type="checkbox"/> Health reasons	<input type="checkbox"/> Traveling overseas / interstate	<input type="checkbox"/> Personal reasons	<input type="checkbox"/> Conflict with Employer
<input type="checkbox"/> Chosen another pathway. Please provide details:		<input type="checkbox"/> Other (Please provide details):	
<p>I understand that:</p> <ul style="list-style-type: none"> <li>I may be liable for fees and not be eligible for a refund. This includes but is not limited to payment plans and VET Student Loan eligible students.</li> <li>I have returned all equipment that is the property of SEDA Group. I understand that if this is not returned, I am liable for the costs.</li> <li>The date I complete and sign this document is my withdrawal date.</li> <li>This form will not be accepted if information is incorrect or incomplete.</li> <li>For state government subsidised students, this enrolment – regardless of completion or withdrawal – may have impacted my future training options and eligibility for further state government subsidised training.</li> </ul> <p>Victorian Student only:</p> <ul style="list-style-type: none"> <li>If I wish to re-enrol, I may not be eligible for Victorian and Commonwealth Government Funding.</li> </ul>			
Student Signature: _____		Date: _____	
*Parent/Guardian Signature: _____		Date: _____	
<b>Office Use Only</b>			
Date Student Withdrawal Form received by Program manager or delegate:		Last Date of attendance:	
<p>If no formal student withdrawal:</p> <ul style="list-style-type: none"> <li><u>Victorian Skills First Program funded students only:</u> Date of withdrawal as per 'Last Date of Student Engagement'</li> <li><u>Non Victorian Skills First Program funded students only:</u> Date of Withdrawal as per withdrawal date advised in Academic Performance Letter, where the student has not responded to Academic Performance Letter - 7 - 14 days or 28 days for VET Student Loans approved course/s</li> </ul>			
<p>Program manager or delegate to complete: (Please tick and complete details below)</p> <input type="checkbox"/> I approve the student stated above to be withdrawn from their training product. <input type="checkbox"/> The student has been notified of any fees they may be liable for, or any refunds applicable.			
*Strategies taken to support student:		*Pathways support provided (if none, why):	
*Student destination after withdrawal and when due to commence:		*Details of perceived barriers:	
Program manager or delegate:			
Position:			
Signature: _____		Date: _____	
<p><b>Administration: (Please Tick)</b></p> <input type="checkbox"/> Student withdrawn from all commenced units of competency as per evidence of participation and all results updated <input type="checkbox"/> Student issued with Statement of Attainment (if applicable) <input type="checkbox"/> Student reason for withdrawal recorded in VETtrak and student status in VETtrak is 'Withdrawn' and 'Inactive' (if applicable) <input type="checkbox"/> Host School notified (if applicable) <input type="checkbox"/> For trainees only - Australian Apprenticeship Support Network notified <input type="checkbox"/> Education Partner (VET partner) notified (if applicable) <input type="checkbox"/> For South Australian students only - Student's Training Account status on the Skills and Employment Portal has been updated <input type="checkbox"/> Add 'stop date' (exit date) against the VET Areas of Study in the 'Classes' tab of Synergetic (if student is continuing in other courses)			
<p><b>Key:</b>  *Required for Host School Students only.</p>			