

Student Withdrawal Form



RED EARTH
Training Solutions

Section 1: Student Details

First Name:	Surname:
Phone Number:	Date of Birth:
Email:	
Postal Address:	

Section 2: Enrolment Details

Course Code:	Course Title:
Enrolment Type:(Tick One) <input type="checkbox"/> Fee For Service <input type="checkbox"/> Subsidised	
If Subsidised enrolment WorkReady ID: _____ Training Account ID: _____	
Did a third party pay your fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you withdrawing from the whole qualification? If yes, complete 1-4 below if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. I hereby permit RETS to close my WorkReady Training Account	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I have provided my details as per this form completely and truthfully	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I understand that if there are any complications with closing my training account I will be contacted via the details on this form	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. I understand that by closing my training account for this qualification that funding arrangements may change in the futures. If I wish to create a training account for this qualification in the future funding may no longer be available.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3: Reason for Withdrawal (please tick one of the following)

<input type="checkbox"/> Academic Difficulties	<input type="checkbox"/> English language difficulties	<input type="checkbox"/> Dissatisfaction with the qualification	<input type="checkbox"/> Conflict with trainer / assessor
<input type="checkbox"/> Conflict with employer	<input type="checkbox"/> I found a job	<input type="checkbox"/> Transport or travel issues	<input type="checkbox"/> Travelling overseas / interstate
<input type="checkbox"/> Health Reasons	<input type="checkbox"/> Personal Reasons	<input type="checkbox"/> Another institution provided this qualification	<input type="checkbox"/> Other (please state)

RETS Version Control			
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Section 4: Student Declaration

I understand that:

- I may be liable for fees and not eligible for a refund. This includes but is not limited to payment plans and VET FEE HELP eligible students.
- If I wish to re-enrol I may not be eligible for South Australian and Commonwealth Government Funding
- The date I complete and sign this document is my withdrawal date
- This form will not be accepted if information is incorrect or incomplete.

Student Signature: _____ Date: ____/____/____

Office Use Only

Date Student Withdrawal received by RETS: _____

RETS staff member to complete if student has not replied to academic performance letter within 3 weeks:

Date of withdrawal as per academic performance letter: ____/____/____

RETS Staff Member Name: _____

Signature: _____ Date: ____/____/____

Administration:

- Student withdrawn from all commenced units of competency as per evidence of participation
- Student issued with a statement of attainment (if applicable)
- Student reason for withdrawal recorded in VETtrak
- Student status in VETtrak is 'withdrawn' and 'Inactive'
- Student has given permission for a training account closure (if applicable)
- Training account has been closed in VETA (if applicable)

RTO Manager Approval:

- I approve the student stated above to be withdrawn from their qualification
- The student has been notified of any fees they may be liable for, or any refunds applicable

Signature: _____ Date: ____/____/____