



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	<input type="text"/>	Last Name	<input type="text"/>	Student ID	<input type="text"/>
Course	<input type="text"/>		Campus	<input type="text"/>	
Year	<input type="text"/>	Census date (Domestic students only)	<input type="text"/>		
Month/Term	<input type="text"/>	Withdrawal deadline (International)	<input type="text"/>		

*30 days before commencement of relevant study period

SECTION 2: WITHDRAWAL DETAILS

		Amount
Outstanding fees: <input type="checkbox"/> Yes	Details: <input type="checkbox"/> Course Fee	<input type="text"/>
	<input type="checkbox"/> Library Fee	<input type="text"/>
	<input type="checkbox"/> Admin Fee	<input type="text"/>
	<input type="checkbox"/> Transfer/Reversal Fee (for overseas bank transfer)	<input type="text"/>
	<input type="checkbox"/> Damage to equipment/property	<input type="text"/>
	<input type="checkbox"/> Others, please specify	<input type="text"/>
<input type="checkbox"/> No		
Date/study period of effectivity:	<input type="text"/>	

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"/>

* 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.



APPLICATION FOR WITHDRAWAL

Withdraw from whole course:

Reason for withdrawal:

- Health issues
- Course does not meet expectation
- Family commitments
- Work commitments
- Personal issues
- Other:

SECTION 3: SUPPORTING DOCUMENTS

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

- Medical Certificate
- Counsellor/Psychologist evaluation
- Withdrawal letter with reason
- COE or Letter of Offer
(if transferring to another institution)
- Court or legal documentation
- Other (specify and provide documentation):
- Police Report
- Statutory Declaration

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.

Student Signature

Date

SECTION 5: RECEIVING AND APPROVAL

Received by:

Signature:

Date

Approved by:

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.



APPLICATION FOR WITHDRAWAL

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.