

Learner Withdrawal Form

Please complete the following form and return to Compliance Officer to formally withdraw from your course.

Learner details:

First name: _____ Surname: _____

DOB: _____ Contact PH: _____ Student ID: _____

Address: _____

Course details:

Course name: _____

Course start date: _____ Date of withdrawal: _____

Please select and identify the appropriate course in which you were enrolled in:

Withdrawal from VET Student Loan Course

Withdrawal from Unit of Study on or before the Administration Date (*No debt/fees incurred*)

Withdrawal of Unit of Study after the Administration Date, but before the Census Date (*No VET-FEE HELP debt incurred. Contour College will charge a fee of \$10 per day after the Administration Date*).

Withdrawal from Unit of Study after the Census Date. (*Your VET FEE-HELP debt will not be removed unless special circumstances apply – refer to special circumstances section in Contour College Student Handbook*)

Withdrawal from Smart & Skilled Course

Withdrawal from Fee for Service Course

Reason for withdrawal: _____

Are you applying for special circumstances?

No Yes (please see student support staff for special circumstances application process)

I have read and understand the student withdrawal policy and procedure.

Learner Signature: _____

Parent/Guardian Signature: _____

Office Use Only

Date received:

Withdrawal accepted & approved by:

Date: