

Student Withdrawal Form

The Student Withdrawal Form is used when a student wishes to withdrawal from their qualification 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 for 21 days and SEDA Group has unsuccessfully attempted to contact the student; SEDA Group will use this form to withdraw the student from their qualification.

Student First Name:		Student Last Name:	
Student ID:		Class:	
Qualification Code and Title / Description:			
Current Address:			
Current Email Address: (private email address)			
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 qualification	<input type="checkbox"/> Tuition Fees too high
<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 issue
<input type="checkbox"/> Traveling 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)			
<p>I understand that:</p> <ul style="list-style-type: none"> • 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. • 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. • If I wish to re-enrol I may not be eligible for Victorian 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 Form received by SEDA Group: _____			
<p>SEDA Group staff member to complete this section if student has not replied to Academic Performance Letter within 2 weeks. If no formal student withdrawal, date of withdrawal as per 'Last Date of Student Engagement': _____ SEDA Group Staff Member Name: _____ Position: _____ Signature: _____ Date: _____</p>			
<p>RTO Manager Approval (or Delegate): (Please Tick)</p> <p><input type="checkbox"/> I approve the student stated above to be withdrawn from their qualification.</p> <p><input type="checkbox"/> The student has been notified of any fees they may be liable for, or any refunds applicable</p> <p>RTO Manager / Delegate Name: _____</p> <p>Signature: _____ Date: _____</p>			
<p>Administration: (Please Tick)</p> <p><input type="checkbox"/> Student withdrawn from all commenced units of competency as per evidence of participation and all results updated</p> <p><input type="checkbox"/> Student issued with Statement of Attainment (if applicable)</p> <p><input type="checkbox"/> Student reason for withdrawal recorded in VETtrak</p> <p><input type="checkbox"/> Student status in VETtrak is 'Withdrawn' and 'Inactive' (if applicable)</p>			