

Withdrawal Notification Form

It is the student's responsibility (by completing this form) to formally withdraw from a course or program of study where the student has completed an enrolment form and fees have been paid.

Mater Education will process your withdrawal from the training program on receipt of this completed form.

COURSE NAME		COURSE COMMENCEMENT DATE	
SURNAME		STUDENT NUMBER:	
FIRST NAME/S		DOB:	
ADDRESS		POSTCODE:	
EMAIL ADDRESS		MOBILE NO:	
Why do you wish to withdraw from the course?			
Please state date you will/last attended class or participated in any training or assessment activity:			
Refunds			
Refer to the Mater Education refund policy found under the course details for the course you are withdrawing from. Go to www.matereducation.qld.edu.au			
I wish to obtain a refund <input type="checkbox"/> State reason for requesting refund			

Student Signature: **Date:**

Course Coordinator comments (applicable if training has commenced):
Assessment results finalised in LMS: <input type="checkbox"/> (Course Coordinator: this form must be given to admin within 24 hours of the student withdrawing from the course/student completing this form)
Course Coordinator Signature: Date:

Office Use Only:		
MEL: <input type="checkbox"/> Fees Paid or <input type="checkbox"/> VFH or VFH and Upfront <input type="checkbox"/> Funded position <input type="checkbox"/> Award Issued <input type="checkbox"/> Refund N/Y Approved by:	Admin: <input type="checkbox"/> Blue Card <input type="checkbox"/> MoVES <input type="checkbox"/> Library <input type="checkbox"/> SHAW <input type="checkbox"/> Clearance Form	Course Coordinator: <input type="checkbox"/> HR <input type="checkbox"/> Student record on SP
Initial..... Date.....	Initial..... Date.....	