

Course Withdrawal/Suspension/Ammendment

Section 1 Student Details			
Name:		Student ID:	
Contact Phone:		Email:	
Qualification/Course		Start Date:	
Section 2 – Change Details			
☐ I wish to withdraw from this course. I understand I need to abide by the Refunds Policy.			
Withdrawal Date	/ /		
Reason			
Student signature		Date:	/ /
☐ I wish to Transfer to another course date. I understand my transfer will be subject to course availability.			
Transfer Date	/ /		
Reason			
Student signature		Date:	/ /
☐ I wish to Transfer to a different Delivery Mode/Class. I understand my transfer will be subject to course availability.			
Transfer Date	/ /		
Reason			
Student signature		Date:	/ /
☐ I wish to suspend my enrolment in this course.			
Suspension Date:	From / / to / /		
Reason			
Student signature		Date:	/ /

Course Withdrawal/Suspension/Ammendment

OFFICE USE ONLY:

Section 3 Authorisation			
Requested Change has been granted? ☐ Yes ☐ No			
Authorisation:			
Name:		Position:	
Signature :		Date:	

Action		Date	Initial
Course change updated in VetTrak	☐ Yes ☐ No		
Written acknowledgement provided to the student	☐ Yes ☐ No		
Attendance Record updated	☐ Yes ☐ No		
Withdrawal only			
Program Status Identifier updated to a withdrawal.	☐ Yes ☐ No		
All completed subject enrolments updated with an outcome e.g. competency achieved/pass	☐ Yes ☐ No		
For subjects that were in progress: - the withdrawal is recorded in the 'outcome identifier – national' field - the activity end date changed to match the date of withdrawal. * - the hours attended reported (along with the original scheduled hours for the subject).	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No		
Withdrawal Fees Claim Calculated	☐ Yes ☐ No		
Withdrawal advice sent for apprentice/trainee (as applicable)	☐ Yes ☐ No		
Statement of Attainment issued	☐ Yes ☐ No		

* The date of withdrawal is the date the student either:
o confirmed their intent to withdraw as noted in the student file or on an internal withdrawal form (official withdrawal)
o stopped participating, or you decided they withdrew (apparent withdrawal).