

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		COHORT:	
FIRST NAME/S		STUDENT NUMBER:	
ADDRESS		POSTCODE:	
EMAIL ADDRESS		MOBILE NO:	
DOB:			
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 State reason for requesting refund			

Student Signature: **Date:**

Course Coordinator comments (applicable if training has commenced):			
Assessment results finalised in LMS: (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: Course Coordinator: HR Student record on SP	MEL: MoVES SHAW Library Award Issued My Required Learning Initial..... Date.....	Finance Fees Paid or VFH /VSL and/or Upfront Funded position MoVES hrs and outcome AHPRA notified <u>Refund N/Y Approved by:</u> Initial..... Date.....	Admin: Blue Card Clearance Form Initial..... Date.....