



## Exiting Student Withdrawal Notification Form

A student who is currently enrolled in a course or program of study and wishes to withdraw must complete this form.

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

<b>Course Name:</b>	<b>Student Number:</b>
<b>Surname:</b>	<b>Contact Number:</b>
<b>Given Name/s:</b>	<b>DOB:</b>
<b>Email:</b>	<b>Date of last training activity/submission:</b>

By signing this form I, \_\_\_\_\_ confirm I wish to withdraw from \_\_\_\_\_ (name of course or program of study).

**My reason for withdrawing is -**       Finances       Outside commitments  
 Course not meeting my expectations       Other: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Refunds

Students wishing to investigate refunds for their studies should refer to the relevant Mater Education refund policy; which can be found at [www.matereducation.qld.edu.au](http://www.matereducation.qld.edu.au)

<b>Mater Education Staff member comments (if applicable):</b>
<b>Mater Education Staff member name:</b>

<b>Office use only:</b>	
<b>Administration:</b> <input type="checkbox"/> SHAW notified <input type="checkbox"/> MoVES hours <input type="checkbox"/> Library notified <input type="checkbox"/> MoVES results <input type="checkbox"/> Blue Card Services notified <input type="checkbox"/> MoVES My Required Learning <input type="checkbox"/> Clearance Form <input type="checkbox"/> Email Ceasing Notification to HR <input type="checkbox"/> SharePoint Withdrawal <input type="checkbox"/> Advise Educator	Initial: _____ Date: _____
<b>Finance:</b> <input type="checkbox"/> Fees Paid <input type="checkbox"/> Refund Approved → <input type="checkbox"/> Refund Processed <input type="checkbox"/> Enrolment Tally <input type="checkbox"/> Refund Not Approved → <input type="checkbox"/> Student Advised	Initial: _____ Date: _____
<b>Compliance:</b> <input type="checkbox"/> Certificate/SOA <input type="checkbox"/> AHPRA Notified (DoN only)	Initial: _____ Date: _____