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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Name:** | | | | **Student Number**: | | | |
| **Surname**: | | | | **Cohort**: | | | |
| **Given Name/s**: | | | | **Daytime Contact Number**: | | | |
| **DOB**: | | | | **Personal email**: | | | |
|  | | | | | | | |
| By signing this form I, confirm I wish to withdraw from  (Name of course or program of study.) | | | | | | | |
|  | | | | | | | |
| As part of our continuous improvement processes, Mater Education is keen to understand why students withdraw from their course of study. Please let us know about your reasons for not continuing your studies. Thank you. | | | | | | | |
| My reason for withdrawing is: | | **Tick as applicable** | | | | | |
| Financial Reasons | | | Academic Performance | | Health Reasons | | |
| Non Submission or Attendance | | | Family Reasons / Support Network | | Wants pursue different career | | |
| Work, Life, Study Balance, Commute | | | Relocation | | Further studies | | |
| 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 [matereducation.qld.edu.au](http://www.matereducation.qld.edu.au) | | | | | | | |
| **Mater Education team member comments** (where applicable): | | | | | | | |
|  | | | | | | | |
| **Mater Education team member name**: **Date:** | | | | | | | |  | Date: |  |

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| **Office use only:** | | | | | | | | | |
| **Administration: Expected turnover time: 24 hours** | | | | | | | | | |
| aXcelerate Suspended | | Advise Educator | | | | | HR#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Initial:  Date: |
| aXcelerate/UoS actioned | | Library /HR notified | | | | | HR Receipt#:\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Student Services Officer: Finance section Expected turnover time: 24 hours** | | | | | | | | | |
| Outstanding Invoices: Yes  No | | | | | Withdrawal Pre Census: Yes  No | | | | Initial:  Date: |
| Total: $\_\_\_\_\_\_\_\_\_\_\_ | | | | | Navision # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| \_\_\_\_/\_\_\_\_ /\_\_\_\_ SI00 \_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_ | | | | | \_\_\_\_/\_\_\_\_ /\_\_\_\_ SI00 \_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_ | | | |
| \_\_\_\_/\_\_\_\_ /\_\_\_\_ SI00 \_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_ | | | | | \_\_\_\_/\_\_\_\_ /\_\_\_\_ SI00 \_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_ | | | |
| \_\_\_\_/\_\_\_\_ /\_\_\_\_ SI00 \_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_ | | | | | \_\_\_\_/\_\_\_\_ /\_\_\_\_ SI00 \_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_ | | | |
| Comments : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  | | | |
| **Quality and Compliance : Expected turnover time: Letter sent -24 /48 hours – Hold 28 days max** | | | | | | | | | |
| Enrolment cancellation sent: Yes  No  N.R. | | | | | | | | | Advise CBM of outcome when known but no later than 29 days  Initial:  Date: |
| Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Student Services Officer : Expected turnover time: 24/48 hours** | | | | | | | | | |
| aXcelerate Withdrawal | | | Blue Card Services Notified- Y/ N/A | | | Withdrawal Hrs entered on Axcelerate | | | Initial:  Date: |
| Actual Completion date entered on aXcelerate | | | | | | Withdrawal code:\_\_\_\_\_\_\_\_ | | |
| VP hours\_\_\_\_ Entered-aXc | | | ID Returned | | | File Archived | | |
| **Commercial Business Manager: Expected turnover time: 24/48 hours** | | | | | | | | | |
| \*Refund Approved  Raise credit note for: | | | | Refund Not Approved  Following Invoices to be cancelled | | | | | Initial:  Date: |
| SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | | | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ |
| SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | | | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ |
| SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | | | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ |
| **Student Services Officer : Expected turnover time: 24 hours** | | | | | | | | | |
| Refund Processed  Credit notes raised / invoices cancelled: | | | | Student Advised | | | | | Initial:  Date: |
| SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | | Q&C advised | | | | |
| SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | |
| SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | SI00 \_\_\_\_\_\_ $\_\_\_\_\_\_ | | |