

## VSL Withdrawal form

By completing and submitting this \*Withdrawal Form the student will discontinue the Course of Study or Unit/s of Study with Meridian Vocational College (MVC) and will need to re-apply for admission to study in the future.

The date the \*Withdrawal Form is received by MVC is the date the student is deemed to have withdrawn from the Course of Study or Unit/s of Study.

*\*the Withdrawal Form or an email or letter of intention to withdraw with all relevant details*

Please note: For student accessing a VET Student Loan, to avoid incurring a debt the student must withdraw from a Unit of Study on or before the census day.

**Enter the VET Course Code and Name:**

### Personal Details

<b>Student Name:</b>		<b>Student ID:</b>	
<b>CHESSN</b> <i>(students accessing VET Student Loan)</i>			
<b>Email:</b>			
<b>Address:</b>			
<b>Phone:</b>			

### Please tick your request/s

- I wish to withdraw from my Course of Study
- I wish to withdraw from my Unit/s of Study listed below on or before the census date. No debt is incurred, and refund applies if payment has been made. (For VSL fees are charged by Units of study).
- I wish to withdraw from my Unit/s of study listed below after the census date. No refund applies.

Student to complete the below if withdrawing from specific VET Unit/s of study or competency		Office Use Only		
		Start Date	Census	Upfront Fees
<b>VET Unit of Study</b> <i>(For VET Student Loan approved courses)</i>				
<i>Unit code</i>	<i>Unit name</i>		<b>Day/Date</b> <i>(where applicable)</i>	<b>Paid</b>

### Reason for Withdrawal

Student must state reason for withdrawal from course or unit/s of study/competency


I understand that:

- by completing and signing this form I will discontinue my enrolment in the course or unit/s of study/competency specified in this form and that, I will need to re-enrol in the unit/s to complete these.
- should I wish to re-enrol in the unit/s of study/competency or enrol in subsequent unit/s of study/competency **post my withdrawal**, I must contact MVC and complete a new application form.

I declare the information I have given on this application is correct. Please amend my records to show that I am withdrawing as indicated above.

<b>Student Signature:</b>	
<b>Date:</b>	

**OFFICE USE ONLY:**

**Note:** If a student has provided an email or letter of intention to withdraw, the student does not need to complete pages 1 and 2 of the form. Please attach the document to the withdrawal form and complete the office use only section.

**1. Training Department:**

<b>I have discussed with the student the reasons for withdrawal</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>I have attached email communication evidence</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>I approve the application to withdraw based on my conversation with the student If application of withdraw not approved, provide reason</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Withdrawal Hours Attached- Attach training plan from wisenet</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Has the Placement Manager been advised of the withdrawal</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Name:</b>				
<b>Signature:</b>		<b>Date:</b>		

**2. Administration Department:**

<b>Amend student management system</b>	<input type="checkbox"/>		
<b>SMS Event Completed</b>	<input type="checkbox"/>		
<b>SOA created in SMS</b>	<input type="checkbox"/>		
<b>Advised student to complete VSL progression check and update status to 'withdrawn'</b>	<input type="checkbox"/>		
<b>Check the "Completion Status" of "Unit of Study" in the SMS for VSL students.</b>	<input type="checkbox"/> Applicable	<input type="checkbox"/> Not Applicable	
<b>Check with finance are there any outstanding payments?</b> <b>If 'YES', What is the balance _____</b>	<b>Yes</b>	<input type="checkbox"/>	<b>NA</b> <input type="checkbox"/>
<b>Additional notes (if applicable)</b>			
<b>Administration Name:</b>			
<b>Administration Signature:</b>		<b>Date:</b>	