

Course withdrawal Form - Student

This form is completed if a student currently enrolled is being withdrawn from a qualification course with Q Academy. If being completed by a student read the terms and conditions of enrolment, these are on the enrolment form.

Student's details

Name	
Contact number	
Contact Email	
Course	Campus
Payment method	

Full fee paying student

<i>To be eligible for any refund students must meet the defined terms and conditions including any cooling off periods. Students must return all of the property provided in reusable working order. Non-refundable application or material fees are not refunded</i>	TICK
<i>If applicable for refund, I understand that my fees will be repaid in line with the terms and conditions of enrolment which states they will be paid at a maximum rate of \$500.00 per month until the full refund amount has been paid</i>	TICK
<i>Q Academy is required to report to Centrelink the date a student ceases study, this will impact any payments made after this date. It is in the students best interest to report this change to Centrelink immediately as payments after this date may have to be repaid.</i>	

Please provide a reason for withdrawal

Supporting documents

Medical Report	Letter from employer
Other (attach documents)	

Declaration *I declare that to the best of my knowledge, the information supplied on this form is all true and correct.*

Signature

Date

Office Use only

Received by	
Documents sighted and attached	
Week they are exiting the course	
Are they requesting a refund BEFORE their census date has passed? <i>(For these particular fees)</i>	
Is the student eligible for a refund based on Q Academy's policies?	
Have you collected any evidence required and stored on AXC?	
Is the student aware that refunds are once per month at \$500 at a time?	
Total amount to be refunded	
Nominated Bank Account for refund	
Account Number	
BSB	
Name on the account	

Students being withdrawn from study – please complete reason

Non-satisfactory completion of assessment including reassessment process	
Failure to meet the attendance requirement	
Misconduct or grievance – <i>re-enrolment may not be available</i>	
Failure to return to study within the deferral period	
Failure to meet performance standard or study requirement	

Notes