



SHAFSTON
www.shafston.edu

VET Student Withdrawal Form

This form is to be used by students who would like to formally withdraw from their Vocational Education and Training (VET) course of study with Shafston House College Limited.

You should use this form if:

- You enrolled to study with Shafston in a VET course and want to cancel your enrolment;
- You may use this form to withdraw from a course before the course end date, your CoE will be finished early;
- You may use this form if you wish to withdraw from a future course in a packaged program, your CoE will be cancelled;
- All students who want to withdraw from study must apply in writing using this form.

If withdrawing after the start date:

- Please complete this form, provide a reason for withdrawal and notify the last day of study in the course.
- You will not receive any academic penalty for units that have not yet commenced.
- No refund is applicable for course fees in relation to courses that you choose to withdraw from after the start date as per the Terms and Conditions of Enrolment.
- Once this withdrawal form is received, your CoE will be finished early notifying Immigration that you are no longer studying with Shafston.
- If you are withdrawing after the completion of study and submission of assessments, your Statement of Attainment will be issued within 28 days of submission of this form or last date of study and posted to the address provided below.
- Please ensure you have received ALL your feedback from your trainer for assessments submitted. Any Unsatisfactory assessments will result in a Not Yet Competent result on your Statement of Results.

If withdrawing from a future start date:

- Please complete this form and provide your reason for withdrawing from future courses in your packaged program.
- When enrolling you agreed to the enrolment in a packaged program with Shafston, paid fees and were issued with CoE's for your Student Visa application for the duration of your studies at Shafston.
- Requests for a refund are to be made on the Shafston Student Refund Form for the consideration of the management committee. Cancellation fees will apply to any approved refund request. Fees will be held in credit for 12 months by Shafston for unsuccessful refund requests.
- Once this withdrawal form is received, your CoE(s) for future courses will be cancelled notifying Immigration that you will not be commencing the course with Shafston.

Personal Details

Given Name:

Family Name:

Date of Birth: DD MM YYYY

Email Address:

Phone:

Australian Address:

Reason for Withdrawal

Please give a brief explanation about why you are withdrawing

- I will request a transfer and release to another provider (please complete and submit a Transfer and Release Form)
- I will no longer be the holder of a Student Visa (subclass 572)
- I will return to my home country
- Other (briefly describe)

Last Day of Study - Finish Course Early

Please advise the course and last day of study on the course

Currently commenced course name:

Advise last day of study: DD MM YYYY

Cancellation of Future Course

Please advise the course that you will not be commencing:

Future course of study name that will not be commenced:

Signature

I acknowledge that the information I have provided is true and correct and that I have read, understood and accept the terms contained herein.

Signature

DD MM YYYY

Date

Submit your application to withdraw to: vocational@shafston.edu

You may also submit this form in person at:
Room 115 - Kangaroo Point Campus or
Reception - Gold Coast Campus

You will receive written notification to your nominated email account once your request to withdraw has been finalised.



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Admissions Office Use Only

Check payment of fees is up to date:

- | | | |
|--|---|--|
| <input type="checkbox"/> Transfer Form received | <input type="checkbox"/> Refund Form received | <input type="checkbox"/> Trainer advised of withdrawal and results finalised |
| <input type="checkbox"/> Release Letter Request Actioned | <input type="checkbox"/> Refund Request Actioned | <input type="checkbox"/> Academic Documents Issued |
| <input type="checkbox"/> Release Letter Emailed | <input type="checkbox"/> Cancellation Confirmation Letter Emailed | <input type="checkbox"/> PRISMS actioned if applicable |

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Gold Coast | Australia

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