

Students who wish to defer or withdraw from their studies at Meerilinga Training College are required to inform the RTO in writing. This can be done by completing this request form.

This ensures that Meerilinga can appropriately close off the student's enrolment and maintain accurate and up-to-date records. Students will have an opportunity when notifying the RTO of their withdrawal to apply for a refund. Any request for a refund will be assessed in accordance with the Meerilinga Fees, Charges and Refund Policy.

I _____ wish to apply for a withdrawal because I am (please tick one):

- Deferring my studies for _____ months (up to 6 months from request receipt date)
- Withdrawing for other reason
- Discontinuing my studies
- Transferring to another Training Provider
- I have included documented evidence
- Staff use only - Staff initiated withdrawal
- PowerPro contact record updated, participation/results finalised

Reason for consideration:

Signature of Applicant:

Date:

Staff Member Name:

Last Participation Date:

Office Use Only

Application Assessment and Ground for Decision

Received documented evidence as per policy (eg: medical certificate, death certificate,

The Recommendation is: Approved Declined

Signed:

Meerilinga Training College Manager

Date:

Letter sent to Applicant

Signed: _____

MTC Administration

Date: