Withdrawal Form

You should use this form if:
- You are enrolled in an approved VET FEE-HELP course and
- You are unable to continue with study

Student Name:  
Student Number:

Course:  
Campus:

Please tick your request to withdraw (tick one only):
- I wish to withdraw from my course effective from ___/___/___ OR
- Verbal intention from student to withdraw. Date ___/___/___ Method: __________ (Phone/Email/Fax)

Reason for Withdrawal:
- Medical
- Family / bereavement
- Work commitment
- Course too difficult
- Time constraints
- Duration of studies
- Other (please specify)

Student Signature:  
Campus Manager Signature:

Date:  
Date:

Special Circumstances:

Students seeking to Withdraw After a Census Date will be liable for the VET FEE-HELP debt unless special circumstances apply. (Refer Re-credit policy and procedures found on the College website http://www.ccc.edu.au and to the section within the VET FEE-HELP information booklet - Withdrawal or Non-Completion of studies)

☐ I intend to apply for a Re-credit of my VET FEE-HELP debt

Please submit to:

In Person  
Campus Admin Officer

Post  
Captain Cook College  
GPO Box 3555  
BRISBANE QLD 4000

Scan and email to:  
headoffice@ccc.edu.au

☐ RTO Manager Diary Log Updated
☐ Trainer confirms all submitted assessment have been marked
☐ Acknowledgment Email if withdrawing after census
   *check template*
☐ Form scanned to Student File in RTO Manager
☐ Withdrawal application forwarded to HO

☐ Date Received ___/___/___  Date Processed ___/___/___  Processed by

☐ Date Received ___/___/___  Date Processed ___/___/___  Processed by

☐ Check submitted & marked assessment
☐ Withdraw from Atlas
☐ RTO updated
- units resulted
- withdrawn / cancelled from course
- notes entered on diary log
☐ SOA issued