


MMCollege

HAIRDRESSING | BARBERING | FLORISTRY

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Student Withdrawal Form

Student Name: _____ Student Number: _____

Course Name: _____ Course Code: _____

Student Address: _____

Suburb: _____ Post Code: _____

Home Contact Number: _____ Mobile Phone Number: _____

Email Address: _____

1. Reason for withdrawal: I wish to withdraw from all studies- (please indicate)

- I. I, the student, have commenced my course but I wish to formally withdraw from the course without completing all of the assessment criteria. ☐
- II. I, the student, have enrolled in the course but I am unable, due to circumstances, to commence the course. ☐
- III. I, the student, am aware I am in arrears with my fees and are unable to meet an acceptable financial arrangement with MM College. ☐
- IV. I, the student, am withdrawing from the course I am enrolled in due to medical reasons ☐
- V. I, the student, am withdrawing from this apprenticeship as I have transferred to another workplace and now have a new contract. ☐

2. MMCollege withdrawal of student through non-attendance or not submitting assessments

 If a student has engaged with some learning activity, and then stopped attending or submitting assessment (i.e. discontinued) for two months, without notifying MMCollege the withdrawal form ☐

File Location:

https://docs.google.com/document/d/1SN72WMI_In6zFjzUiNAJMoFlpgiLfsCL/edit?usp=sharing&oid=107263589730053596861&rt=pof=true&sd=true

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Version 1.2

Ownership: MM College

Approved: CEO, James Milner

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will be completed by the Student Services Manager or CEO/Principal. (2 months are defined as College term dates, College holidays are not included in this time period)

3. Please give a brief description in your own words as to why you are withdrawing.

4. Please provide feedback about your experiences to assist MM College with its continuous improvement.

5. Please provide us with information on your current employment status by ticking the most relevant box below:

- | | | |
|---|--|--|
| <input type="checkbox"/> Full-time Employment | <input type="checkbox"/> Self-Employed | <input type="checkbox"/> Casual Employment |
| <input type="checkbox"/> Part-time Employment | <input type="checkbox"/> Unemployed | |

6. Important information for Government Subsidised Enrolments

Students being withdrawn from a subject and/or Program Enrolment (Course) need to be aware their enrolment in a Victorian Government Subsidised Program (or part thereof, and regardless of completion) **will affect their future training options** and eligibility to further Victorian Government subsidised training.

7. Declaration

"I understand that by signing this Withdrawal Form, I will forfeit my place in this course and will be required to apply for re-admission if I wish to continue my studies at a later date. I understand I am required to fill in Appendix 1.11 Refund Application Form to apply for a possible refund. To understand if you are eligible for a refund please read the (2.6) Refund Policy and Procedure as outlined in the (Appendix 1.1) Pre-enrolment handbook. I authorise Student Administration to withdraw me from all studies at MM College, effective from the date specified next to my signature or my last day of engagement."

Student Signature

If under the age of 18, a parent or guardian signature is required below

Date of Lodgement (SVTS)

Parent/Guardian Signature

Date

MMC Student Services Team Signature

Date of receipt of this form

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