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 ☐

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.

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

_____

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

☐ Full-time Employment ☐ Self-Employed ☐ Casual Employment

☐ Part-time Employment ☐ 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Students being withdrawn from a subject and/or Program Enrolment (Course) need to be aware their enrolment in a Victorian Government Subsidised Program (or part thereof, and regardless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."

Important: Withdrawing from a Skills First course may affect your eligibility for Skills First funding in the future. Skills First limits the number of subsidised programs you can start in a calendar year and the number you can study at the same time, and a program you withdraw from still counts towards these limits. Please speak with Student Services before you withdraw.

_____ _____

Student Signature **Date of Lodgement (SVTS)**

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

Parent/Guardian Signature _____ **Date** _____

MMC Student Services Team Signature _____ **Date of receipt of this form** _____