



# Withdrawal Deferment & Suspension Form

<b>Student Name</b>		<b>Student ID</b>	
<b>Course Enrolled</b>		<b>Date</b>	
<b>Date of Withdrawal</b>		<b>Last day of attendance</b>	
<b>Date of Return incase of Deferment</b>		<b>COE Update Needed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Withdrawal/ Deferment/ Suspension in Detail			
<b>Student Signature</b>		<b>Date</b>	
<b>Staff Acceptance Signature</b>		<b>Date</b>	

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by Melbourne Institute of Training and Education unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees and Refund Policy for complete details.



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<b>Withdrawal Approved by Admission</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Admissions Signature &amp; Date</b>	
<b>SMS Updated</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>	
<b>PRISMS Update</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>	

**This form is to be completed by students who wish to withdraw/ suspend or Defer their course of study. Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy. Further information on evidence to be submitted can be found in the Deferral Suspension and Withdrawal Policy.**

**Please file the completed form on Student file**