

STUDENT DETAILS

Student Name:	
Student Number (If known):	
Trainer:	
Course Code and Title:	
Course Commencement Date:	
Course Location:	☐ VIC ☐ QLD ☐ SA ☐ NSW
Course Withdrawal By:	☐ Student Choice (complete Section A) ☐ InterCare Training Decision – Training/Retention Team (Complete Section B), Email to training@intercaretraining.com.au

INSTRUCTIONS:

- If you wish to withdraw from your course:
 - please complete this form and return it to InterCare Training to begin the withdrawal process.
- In order to receive a Certificate or Statement of Attainment, you need to:
 - Complete and be found Satisfactory in ALL assessments linked to each unit of your course,
 - Complete 120 hours of work placement (where applicable) and be found Satisfactory in your workplace assessment.
 - Be deemed Competent in all units.
 - Ensure all outstanding fees have been paid.
 - We will discontinue your training immediately upon receipt of this form.
- A Statement of Attainment will be issued for units deemed Competent within 30 days of processing the final assessment(s).
- You will be reported as withdrawn from the course within 60 days (or the State Funding Contract expiry date, if sooner) of this form being processed by InterCare Training.

Important Notice:

A withdrawal from a Government-funded course may have an impact on your future government-funding opportunities, depending on the State funding contract and eligibility criteria at the time of application.

Please complete the relevant section (A or B) below.

SECTION A: WITHDRAWAL BY STUDENT CHOICE (OFFICIAL WITHDRAWAL)

☐ I have been consulted and offered additional support to assist with my studies, however I still choose to withdraw from my course.

Reason for Withdrawal

--

Acknowledgement of Terms and Conditions of Withdrawal

☐ I acknowledge that it may take up to 30 days to be withdrawn from my course.

☐ I understand that future government-funding opportunities may no longer be available to me after withdrawal.

Student Signature		Date	
Trainer Signature		Date	

SECTION B: WITHDRAWAL BY INTERCARE DECISION (APPARENT WITHDRAWAL)

For Office Use only

Reason for withdrawal:

☐ Non-satisfactory course progress.

☐ Non-attendance of classes.

☐ Non-attendance of placement.

☐ Non-attendance or non-completion of FSK bridging courses *(South Australia Students only)*

☐ Non-payment of fees.

☐ Other (Please provide details below)

--

Student Support / Retentions Team Member Signature		Date	
Trainer Signature		Date	

OFFICE USE ONLY - CHECKLIST

This section is to be completed by InterCare Team Member while processing the withdrawal.

Form completed in full & signed by appropriate InterCare Staff:				☐
Are there fees outstanding?	☐	Yes	☐	No
Enrolment Type:	☐	Funded	☐	FFS
Please Note: - Fee for Services Students are required to complete payment of their fees owing. - Funded Students may have their direct debit cancelled if there are fees owing.				
If this is a funded Student, have any direct debits been stopped?	☐	Yes	☐	Not Applicable
Statement of Attainment Issued:	☐	Yes	☐	Not Applicable
Cloud Assess Deactivated (Enrolment AND Login):				☐
State-Based Training Account Closed	☐	Yes	☐	Not Applicable
VETtrak Updated:				☐
Confirmation of Withdrawal sent to Student:				☐