



**STUDENT WITHDRAWAL FORM**  
**HEALTH SERVICES ASSISTANCE, INDIVIDUAL SUPPORT, ALLIED HEALTH,**  
**AGEING SUPPORT & DISABILITY**

<i>Student to complete &amp; sign this form</i>	
<b>Student First Name:</b>	<b>Student Last Name:</b>
<b>Current email address:</b>	<b>Mobile Number:</b>
<b>Course Name:</b>	
<b>Please state your reason for Withdrawal:</b> <hr/> <hr/> <hr/>	
<p><b>In signing this declaration I declare that I understand the following terms:</b> If a student withdraws from a course or enrolls and does not attend, it is at our total discretion if we allow the student to re-enroll and commence the next available course. This will be determined on a case by case basis. Should this occur twice, no discussion will be entered into as we will not accept the next enrolment. Please read Student Handbook for re-enrolment fees that will be applicable.</p> <p><b>Government Funded Students Refund Policy</b> If a student withdraws, by written notice, from government funded training at any time up until 30 days after the scheduled commencement date of the course, All Heath Training will refund the tuition fees paid in respect of the enrolment (less \$100 non-refundable registration fee &amp; \$100 administration fee), and any other fees and charges paid by or on behalf of the student. After 30 days of the commencement date, no refund is payable to the student.</p> <p><b>Fee for Service Students Refund Policy</b> The following explains timeframes and charges when claiming for a refund.</p> <ul style="list-style-type: none"><li>▪ Prior to the commencement of the course a refund will be provided less \$100 non-negotiable registration fee</li><li>▪ From course commencement to 30 days into the course a refund will be provided less 25% processing fee on the full cost of the course</li><li>▪ After 30 days from commencement date of the course a refund will be provided less 50% processing fee on the full cost of the course</li><li>▪ After 45 days from commencement date of the course, no refund is provided</li></ul> <p><b>Definitions:</b></p> <ul style="list-style-type: none"><li>▪ The withdrawal date is taken as the date of return of this form</li><li>▪ The timeframe is calculated in the number of days from the first date of class commencement to the withdrawal date, regardless of public holidays, school holidays or weekends</li></ul> <p><b>All students</b></p> <ul style="list-style-type: none"><li>▪ Where a resource fee is applicable in a course, this is an additional non-refundable amount on withdrawal at any time</li></ul> <p>All Health Training will require 1 month from the date of Student Withdrawal form being received, which allows your trainer to process your student file and any refund to be paid (if applicable).</p> <p>Refunds are only made by electronic transfer direct to your nominated account. Please provide us with your bank account details:</p> <p>Account Name _____</p> <p>BSB _____ Account Number _____</p>	
<b>Student Signature:</b>	<b>Date:</b>