

Name: .....

Sign: .....

Date: ..... / ..... / .....

# WITHDRAWAL FORM

Use this form when requesting to withdraw from a programme or a course(s) within 10% of the course completion date.

## SECTION A: TAUIRA MUST COMPLETE ALL PARTS OF THIS SECTION \* CONTACT DETAILS IF CHANGED

### PERSONAL AND PROGRAMME DETAILS

Tauira ID

Tauira Name

Contact Address

Contact Phone Number

Programme Name

Kaiako Name(s)

1. I would like to withdraw from the entire programme: Yes  No  If No, go to Point 2 below
2. I would like to withdraw the following course(s): Yes

### WITHDRAW FROM:

Course Code:	Course Title:	Course Code:	Course Title:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. My reason(s) for withdrawing from the programme, and/or course(s) is:
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Cannot afford it        | <input type="checkbox"/> Found a job            | <input type="checkbox"/> Family commitments          |
| <input type="checkbox"/> Moving elsewhere        | <input type="checkbox"/> Health reasons         | <input type="checkbox"/> Course requirements not met |
| <input type="checkbox"/> Did not like the course | <input type="checkbox"/> Did not like the tutor | <input type="checkbox"/> Other                       |
| <input type="checkbox"/> Work commitments        |   |  |

Other (please give reasons):

(Use separate sheet if needed)

4. What do you intend to do once you have withdrawn from the programme, and/or course(s)
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Look for work  | <input type="checkbox"/> Look after my health   | <input type="checkbox"/> Look after whānau |
| <input type="checkbox"/> Travel   | <input type="checkbox"/> I have a job organised | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Study at another institution: name of programme/course | <input type="text"/>                            |  |
| Name of institution   | <input type="text"/>                            |  |

Tauira Signature:  Date  /  /

## DECISION – KAIAKO TO COMPLETE

Has a discussion taken place between yourself and the taura?

Yes  No

Date of discussion:  /  /

Course Start Date  /  /

10% Date  /  /

Last Date of Attendance or Notified Date\*  /  /

Record of Discussion & Recommendation:

\*Date that will be entered into SMIS

•NOTE

- attach attendance register
- other support documents attached e.g. emails, etc.
- courses with results are not able to be WD

I confirm that I have checked that there are no results for the courses that are being withdrawn

Initial:  Date:  /  /

Kaimahi Signature

Print Name

### NPC

I approve

Withdraw from courses

Withdraw from programme

Signature

Print Name

Date  /  /

### HEAD OF SCHOOL

Signature

Print Name

Date  /  /

•NOTE

- Pre 10% Withdrawal - EFTS are not claimed and fees refunded to point of origin
- Post 10% Withdrawal - EFTS are claimed and fees kept

### OFFICE USE ONLY

Date Rec'd by Admin  /  /

Received by:

Actions:

Full credit and refund, No EFTS

No credit or refund, claim 100% EFTS

Partial Credit or Refund, claim EFTS

Letter to taura with credit and refund copy

Copy of letter to taura file with credit/refund copy (for records)

Full time to part time, advise StudyLink

Pre 10%:

No Show

Alternative Programme

Change Campus

Data Entry

Enrolment Cancelled

Post 10%:

Personal Reasons

Completed and to file:  /  /

Completed by:

Please forward application to: Enrolment and Academic Administration, Te Whare Wānanga o Awanuiārangī, Private Bag 1006, Whakatāne

**PLEASE NOTE THAT INCOMPLETE FORMS ARE UNABLE TO BE PROCESSED**