



# PARADE COLLEGE

1436 Plenty Road, Bundoora 3083  
P: 9468 3300 F: 9467 3937

## COURSE WITHDRAWAL FORM

**PLEASE COMPLETE ALL DETAILS IN BLOCK LETTERS**

### 1. COURSE DETAILS

COURSE/UNIT CODE: .....

COURSE/UNIT TITLE: .....

DATE OF COMMENCEMENT:.....

DATE OF WITHDRAWAL:.....

### 2. PERSONAL DETAILS

Student Surname: \_\_\_\_\_

Student Given Names: \_\_\_\_\_

Student Contact Number: \_\_\_\_\_ Student Email: \_\_\_\_\_

*Before withdrawing from your course, you may wish to talk to a Parade College staff member about study skills assistance or course deferral.*

### 3. REASONS FOR WITHDRAWAL

Please indicate below the main reason(s) for withdrawing (Tick all boxes that apply).

- Transfer to another training provider\*
- Financial issues\*
- Academic progress issues\*
- Quality of training\*
- Personal reasons
- Family issues or bereavement
- Other\*

**\* Please detail reasons for withdrawal**

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#### 4. REFUND POLICY

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In the event of a student withdrawing from Parade College - RTO Division during the course of study, there may be an entitlement to a partial refund or fee rebate in accordance with the following policy:

- If withdrawal occurs before 27<sup>th</sup> February 100% of the RTO related fees and levies is refundable
- If withdrawal occurs between 27<sup>th</sup> February – 26<sup>th</sup> June 25% of the RTO related fees and levies is refundable
- If withdrawal occurs after 26<sup>th</sup> June no refund of the RTO related fees and levies is applicable.

#### 5. UNDERSTANDING WITHDRAWAL CONDITIONS

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Please tick those withdrawal conditions which apply

- I understand that there must be no outstanding fees payable to Parade College for the period I have studied.
- I understand that I must provide written authorisation from a parent/guardian/Home School approving this withdrawal application if I am under 18 years of age. (Attach written authorisation to this course withdrawal form).
- I have read and understood the Parade College – RTO Division Refund Policy.

**Student Signature:**

**Date:**

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**Please forward this completed form to the Director of Trade and Training. Upon receipt of this form, you will be withdrawn from the course.**

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 Parade College – RTO Division unless specifically requested.

OFFICE USE ONLY	
Staff Member has met with student:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Overview of discussion	
Staff signature:	Date:
Withdrawal application processed: <input type="checkbox"/>	Completed form to student file <input type="checkbox"/>