

# Student Course Withdrawal or Deferment Form

<b>Student Name:</b>			<b>Student Care Academy Number:</b>	
<b>Date:</b>				
<b>Course Code:</b>		<b>Course Title:</b>		
<b>Reason for submitting form</b>	<input type="checkbox"/> WITHDRAWAL from Course – i.e., student is terminating current registration OR <input type="checkbox"/> DEFERMENT from Course – i.e., student wishes to delay/postpone current registration and return to studies at Care Academy at a later date			
<b>Student Declaration</b>  I -----am submitting this form after I have discussed my situation with Student Support and I have determined that this is the best action for me to take.  I understand that:  If I am withdrawing, I will receive the AQF certification only for the units that I have received a Competent, CT or RPL for. If I am deferring, I can apply to receive an academic transcript/record of my results to the date of deferment. For both withdrawing and deferring I am required to finalise all payments to Care Academy prior to receiving any certification or transcript. If I am withdrawing and I decide that I wish to continue my studies at a later date, I will be required to register and all registration fees and conditions will apply. These fees can be found on the Student Fees Overview provided upon enrolment and available upon request. I am required to complete all exiting and deferment documentation as directed by Care Academy which includes completing student surveys prior to receiving any certification or transcript.				
<b>Reason</b>	<b>Details</b>		<b>Evidence attached to this form in support of your reason</b>	
<b>Change in my vocational requirement</b>  E.g., lost job, lost income, changed job, no longer interested in this vocation.				
<b>Change in my personal requirement</b>  E.g., family reasons, change residential location, sickness, accident.				
<b>Other</b>  If other, please provide a reason				
Student Signature:			Date:     /     /	
Student Services Representative Name:			Date:     /     /	
Signature:				