



VET STUDENT WITHDRAWAL FORM

This form is to be used by students who would like to formally withdraw from their course or VET Unit of study with Shafston House College Ltd trading as Service Skills Academy and Mary McConnel School of Early Childhood.

You should use this form if:

- You enrolled to study with Service Skills Academy or Mary McConnel School of Early Childhood and want to cancel your enrolment;
- You enrolled and submitted a VET Student Loans assistance form or a VET FEE HELP assistance form;
- All students who want to withdraw from study must apply in writing using this form.

If withdrawing on or before Census Date:

- If you submit this Application for Withdrawal form on or before the Census Date, you will not incur a VET Student Loans debt or FEE-HELP debt for the particular Vet Unit of study that you are withdrawing from.
- Vet Unit of Study census dates are clearly published in our Schedule of VET Tuition Fees at <http://ssa.edu.au/what-is-vet-fee-help/>
- You will not receive any academic penalty for the VET Unit of study and will not be eligible for an academic statement of attainment for the VET Unit of study.

If withdrawing after Census Date:

- If you are withdrawing from your studies after the Census Date, you have incurred a VET Student Loans debt or VET FEE-HELP debt for the particular Vet Unit of study that you are withdrawing from.
- If you require assistance with identifying your census dates please speak to student services.
- If you have successfully completed a VET unit of study you are not eligible to apply to withdraw from that VET unit of study.
- You are eligible to receive a statement of attainment for the Units of Competency you have successfully achieved.
- If you are withdrawing after the Census Date for one Vet Unit of Study but before the census date of the next Vet Unit of Study, you will not incur VET Student Loans debt or VET FEE-HELP debt for future Vet Units of Study.
- If you wish to apply to have your VET Student Loans or VET FEE-HELP debt to be re-credited you must also complete and submit the Application to Re-credit FEE-HELP Form.

PLEASE COMPLETE THIS FORM, SAVE TO YOUR COMPUTER AND EMAIL TO SUBMIT:

1. PERSONAL DETAILS

Given names:	<input type="text"/>	Surname:	<input type="text"/>
Date of Birth:	<input type="text"/>	Email Address:	<input type="text"/>
Phone:	<input type="text"/>	Name of Course:	<input type="text"/>

2. REASON FOR WITHDRAWAL

PLEASE GIVE BRIEF DETAILS WHY YOU ARE WITHDRAWING

<input type="checkbox"/>	I have a job	<input type="checkbox"/>	The course was not what I expected
<input type="checkbox"/>	I didn't know about VET Student Loans or VET Fee Help	<input type="checkbox"/>	I found studying on my own too difficult
<input type="checkbox"/>	Other (briefly describe): <input type="text"/>		

3. **SUBMIT YOUR APPLICATION TO WITHDRAW TO: ENROL@SSA.EDU.AU**

4. **RESPONSE:**

You will receive written notification to your nominated email account on or by the census date once your request to withdraw has been finalised.

SUBMITTING THIS FORM

ENTER INTO THE FIELDS PROVIDED ABOVE, SAVE TO YOUR COMPUTER, EMAIL A COPY



POST

Service Skills Academy
46 Thorn Street
Kangaroo Point QLD 4169



EMAIL

enrol@ssa.edu.au



ENQUIRIES

1800 552 869