

# Withdrawal – VET FEE-HELP Form

By completing and submitting this \*withdrawal form the student will discontinue the Course of Study or Unit/s of Study with RuralBiz Training and will need to re-apply for admission to study in the future.

Please note: to avoid incurring a VET FEE-HELP debt the student must withdraw from a Unit of Study on or before the census day.

The date the \*withdrawal form is received by RuralBiz Training is the date the student is deemed to have withdrawn from the Course of Study or Unit/s of Study.

\*the withdrawal form or an email or letter of intention to withdraw

### Personal Details

Student Name:	
CHESSN:	
Email:	
Address:	
Phone:	

### Please tick your request/s

- I wish to withdraw from my Course of Study
- I wish to withdraw from my Unit/s of Study

If applying for special circumstances for incurred debt to be re-credited after the census date please refer to the student handbook or alternatively contact the office on (02) 6884 8812 or [admin@ruralbiztraining.com.au](mailto:admin@ruralbiztraining.com.au).

### Withdrawal Details

VET Course Code and Name

VET Unit of Study	Office Use Only		
	Start Date	Census Day	Upfront Fees Paid

## Withdrawal – VET FEE-HELP Form

I understand that:

- By completing and signing this form I will discontinue my enrolment in the course or unit/s of study specified in this form and that, I will need to re-enrol in the unit/s to complete these.
- Should I wish to re-enrol in the unit/s of study or enrol in subsequent units of study post my withdrawal, I must contact RuralBiz Training and complete a new application form.

I declare the information I have given on this application is correct. Please amend my records to show that that I am withdrawing as indicated above.

Student Signature:

Date:

---

OFFICE USE ONLY:

Date Received:

Amended student management system:

- Withdrawn without penalty
- Failed

Vettrak Updated:

- Yes
- No

Additional notes (if applicable):

RuralBiz Training delegate signature:

Date: