

Student Withdrawal Request



ATTENTION: GETI Admissions Officer

Date: (Day) ____ / (Month) ____ / (Year) ____

Student to Complete

1. Student Details:

Family/last name: _____

Given/first name: _____

2. Course(s): _____

3. Reasons for withdrawal: _____

4. Forwarding Address: _____

_____ Postcode: _____

Email: _____

5. Student Acknowledgement

By signing this form, I acknowledge that I am withdrawing from my course(s) listed above at TasTAFE. I understand that this withdrawal will be processed immediately, all of my Confirmations of Enrolment (CoEs) will be cancelled and this has implications for my student visa. If I have outstanding fees I will pay them according to my Letter of Offer. The withdrawal date, for refund purposes, is the date that this form is received at the GETI office.

Student signature: _____

Date: (Day) ____ / (Month) ____ / (Year) ____

Witnessed by: _____

ISA or GETI Team Member to complete

(please tick boxes and complete all sections)

1. Process Checklist

Staff member: _____

- Student has been offered counselling by ISA or Student Counsellor about their decision
- Student has been informed that once they sign this form GETI will cancel their enrolment immediately, which has implications for their student visa
- GETI Finance Officer has been contacted and advised outstanding fees are \$_____ as per the conditions on the Letter of Offer
- Student has been informed that they must pay outstanding fees (if applicable)
- GETI Admissions have been contacted
- Student has informed their Teacher/ Learning Leader
- Status changed on GETI database

2. Confirmation

Form provided to GETI:

Email Fax Delivery

Date: (Day) ____ / (Month) ____ / (Year) ____

Withdrawal completed through PRISMS:

Date: (Day) ____ / (Month) ____ / (Year) ____

Staff member: _____