

CHANGE OF ENROLMENT, WITHDRAWAL AND REFUND FORM

Ākonga (Student) Name			
Student ID Number		Date of Birth	
Bank Account Number (If applicable. Provide evidence)			

Withdrawal from Programme/Course(s):

Programme/Course Name	Programme/Course Code (If known)	Semester

Transferring to/Adding Programme/Course(s):

Programme Name	Course Name	Course Code (If known)	Semester

Reasons for leaving the programme:

Comments:

If you are withdrawing from the entire programme and applying for a refund understand that:

- If your fees are not yet paid you may be responsible for the outstanding amount
- If you have completed any NZQCF Standards you will be responsible for paying the fee associated with Standards
- Withdrawing/changing your course or programme may have implications for EFTS, allowances and loans and it is your responsibility to check this
- Any refund is calculated according to the Domestic & International Student Withdrawal, Transfers and Refund Policy. Refunds will only be considered on receipt of this completed form.
- This form will only be actioned if signed by the student and the Director of School or delegate.
- Refunds will be processed on the 20th of the following month

By typing your name below, you give consent to be withdrawn/transferred from the programme/courses noted above

Student Signature:		Date:	
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SUBMIT

OFFICE USE ONLY:

WITT INITIATED WITHDRAWAL			
Insufficient Progress Details	Yes	No	Insert Comments on Attendance or Interview
Has ākonga indicated that they do not intend to continue?			
Has the ākonga been contacted and given notice of WITT's intention to withdraw due to insufficient progress?			
Non-Contact/Never attended			

Is this WD Prior to 80% of the programme of delivery? Yes No

Has ākonga successfully completed any NZQCF Standards? Yes No

Unit Standards achieved	
Fees to be retained amount	

	Signature	Date
Received by:		
International Team (if applicable):		
Authorised by Director of School or delegate:		
Processed by:		
Comments:		

REFUND		
<i>Refer to Domestic and International Ākonga Withdrawal, Transfers, and Refund Policy for refund conditions</i>		
Tuition fee paid		
Fees retained		
Total Refund		
Approved by:	Signature	Date