

CHANGE OF ENROLMENT, WITHDRAWAL AND REFUND FORM

Student Name	
Student ID Number	
Date of Birth	

Withdrawal from Programme/Course(s):

Programme Name	Course Code <i>(If known)</i>	Semester

Transferring to/Adding Programme/Course(s):

Programme Name	Course Name	Course Code <i>(If known)</i>	Semester

Reasons for leaving the programme:

Comments:

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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 NQF 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 refund policy - [Domestic & International Student Withdrawal, Transfers and Refund Policy Link](#)
- Refunds will be processed as soon as possible – allow 15 working days

Please sign below and forward to a Business Support Administrator or an Information & Enrolments Administrator

Student Name:		Date:	
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By typing your name, you give consent to be withdrawn/transferred from the programme/courses noted above

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OFFICE USE ONLY:

WITT Initiated Withdrawal

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

Is this WD Prior to 75% of the programme of delivery? Yes No (go to section B)

If Yes, has student successfully completed any NQF Standards?

- Yes (complete section A&B) Refer to T&L Committee
 No (complete section B)

Section A (NQF Unit Standards)

Unit Standards Achieved							

Approved by Teaching & Learning Committee - Resolution Number:

Section B

	Signature	Date
Received		
Authorised by (Director of School)		
Cleared by Library		
Processed by SMS coordinator/Admissions		
Bee Card/WITT Concession		
SMS Comments:		
	Signature	Date
Approved by Executive		