



# Nature Care College

ABN 77 105 282 264

## Notification of Withdrawal Form

This form is to be completed if you are withdrawing from Subject/s and/or Course Programs.

### Alternative options to withdrawing:

Prior to withdrawing if you would like assistance to continue with your studies please contact Student and Learning Services for guidance by telephoning 02 8423 8333 or emailing [info@naturecare.com.au](mailto:info@naturecare.com.au)

### Enrolment Terms and Conditions

#### Cancellation/Withdrawal Policy:

Course credits will be granted for the course fees paid, less a **\$50** withdrawal administration fee per subject provided advice of withdrawal is received in writing one (1) week prior to the commencement of the subject. Please advise the reason for withdrawal with supporting documentation. We cannot accept responsibility for changes in your personal circumstances or work commitments, which occur after the commencement of your course. Any fees outstanding are still due and payable.

#### Withdrawing before start of Course:

*A cancellation withdrawal fee of \$50 per subject is deducted from the course fees paid; the balance is held in credit and may be used towards the cost of any Nature Care course within the next twelve months. An email will be sent to you confirming your course credit.*

#### After commencement of Course

*In-line with the Enrolment Terms and Conditions cancellation policy, Nature Care College cannot accept responsibility for changes in your personal circumstances or work commitments, which occur after the commencement of your course, and any course fees outstanding are still due and payable. Due to the late notification of withdrawal no financial credit can be granted, however your Statement of Academic Record will be updated to reflect that you have withdrawn.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

### SECTION 1:

I wish to withdraw from the following subjects

Subject Name	Subject Delivery Mode & Day/Time

**SECTION 2:**

**I wish to withdraw from the following Course Program**

**I wish to defer from the following Course Program**

Upon completion of a college term, you can apply to defer from a Course Program for a period of up to one (1) year. There is no monetary action on Course Program deferrals; it is policy to defer continuing with the course of study only for a period of up to one (1) year.

**We value your feedback and would like the opportunity to ask the reason for your withdrawal**

Withdrawing due to personal circumstances

Withdrawing due to work commitments

Withdrawing due to financial reasons

Other –please specify reason

**Optional Comments:**

**Office Use Only:**

*If Student and Learning Services has completed this notification form on behalf of a student please tick how notification of withdrawal was advised.*    *Via Phone*                      *In Person*                      *By Email*

*Staff Member Name:*

(Signature)

(Date)