

Student WITHDRAWAL Request Form

This form is to be completed by students who are applying to withdraw from a course or unit(s) of competencies. Please refer to the Fees, Withdrawal and Refund Policy on the CHARLTON BROWN® website before completing the form. For students enrolled under the VET FEE-HELP loan scheme, use the Withdrawal Form – VET FEE-HELP.

Completed forms must be submitted to: studentservices@charltonbrown.com.au

SECTION A – PERSONAL DETAILS

Family Name _____ Given Name(s) _____

Address: _____

Phone: _____ Student Number: _____

Course/s Enrolled: _____

Commencement date: _____

SECTION B – REASON FOR WITHDRAWAL

SECTION C – STUDENT DECLARATION

- I declare that I wish to withdraw from the course/unit(s) of competency which I am enrolled in with CHARLTON BROWN®
- I have discussed my options with a representative of the college
- I am aware of potential financial and academic penalties associated with withdrawing from my course
- I declare that the information I have supplied on this form is true and correct

Student Signature: _____ Date: _____

About our organisation.

Charlton Brown is a leading Australian Registered Training Organisation delivering qualifications in childcare, community services, disability support & aged care, helping create individuals that help improve community & health outcomes.