



Head Office: 401 Canterbury Road, Surrey Hills, 3127.

Ph. 03 98807257 Fax. 03 98807267

w: www.marjoriemilner.edu.au

e: info@marjoriemilner.edu.au

[ABN: 99083570772 ACN: 083570772]

Student Withdrawal Form

Student Name: _____ Student Number: _____

Course Name: _____ Course Code: _____

Student Address: _____

Suburb: _____ Post Code: _____

Home Contact Number: _____ Mobile Phone Number: _____

Email Address: _____

1. Reason for withdrawal: I wish to withdraw from all studies- (please indicate)

- I. I, the student, have commenced my course but I wish to formally withdraw from the course without completing all of the assessment criteria.
- II. I, the student, have enrolled in the course but I am unable, due to circumstances, to commence the course.
- III. I, the student, am aware I am in arrears with my fees and are unable to meet an acceptable financial arrangement with Marjorie Milner College.

2. MMCollege withdrawal of student through non-attendance or not submitting assessments

If a student has engaged with some learning activity, and then stopped attending or submitting assessment (i.e. discontinued) for two months, without notifying MMCollege the withdrawal form will be completed by the Student Services Manager or CEO/Principal.

(2 months are defined as College term dates, College holidays are not included in this time period)



3. Please give a brief description in your own words as to why you are withdrawing.

4. Please provide feedback about your experiences to assist Marjorie Milner College with its continuous improvement.

5. Please provide us with information on your current employment status by ticking the most relevant box below:

- Full-time Employment Self-Employed Casual Employment
- Part-time Employment Unemployed

6. Important information for Government Subsidised Enrolments

Students being withdrawn from a subject and/or Program Enrolment (Course) need to be aware their enrolment in a Victorian Government Subsidised Program (or part thereof, and regardless of completion) **will affect their future training options** and eligibility to further Victorian Government subsidised training.

7. Declaration

“I understand that by signing this Withdrawal Form, I will forfeit my place in this course if I withdraw and will be required to apply for re-admission if I wish to continue my studies at a later date. I understand I am required to fill in an Appendix 1.11 Refund Application Form to apply for a possible refund. To understand if you are eligible for a refund please read the (2.6) Refund Policy and Procedure as outlined in the (Appendix 1.1) Pre-enrolment handbook. I authorise Student Administration to withdraw me from all studies at Marjorie Milner College, effective from the date specified next to my signature or my last day of engagement.”

Student Signature

Date of Lodgement (SVTS)

If under the age of 18, a parent or guardian signature is required below

Parent/Guardian Signature

Date

MMC Student Services Manager Signature

Date of receipt of this form