

VET for Secondary School Students

This form is to be completed if you are an enrolled student who has commenced studies and you are notifying your intention to Cancel Enrolment (Withdraw from an enrolled course). Cancelling your enrolment is a serious decision about your future studies and may have financial implications.

- Before you submit this form, you should discuss your intention to withdraw with your School's Careers Advisor and Parent or Guardian
- If you withdraw after Confirmation of Enrolment and you have privately funded your studies, you will be liable financially for the tuition fees incurred. Refer to the Student Handbook, Confirmation of Enrolment, Website or Student Administration for the relevant information.
- A notification to cancel their enrolment should be signed by both the student and parent or guardian.

Student Details

Student No:	Given Name:	Family Name:
Email:	Phone:	
Permanent Address:	State:	Postcode:
☐ Parent, or	Given Name:	Family Name:
☐ Guardian:		
Email:	Phone:	
Permanent Address:	State:	Postcode:

COURSE: ☐ CUA30720 Certificate III in Design Fundamentals

Funding

Category: ☐ Dep of Education ☐ Catholic school ☐ Independent School ☐ Privately Funded

Notification Type

I am notifying Whitehouse to: ☐ Cancel my Enrolment

When is this Notification to take effect? ☐ Immediate OR ☐ On this date:

Reason for Notification

☐ Health /Personal Concerns ☐ Financial Reasons ☐ Change of Study Direction
☐ Course not to Expectation ☐ Other (please state):

Please add any comments here related to this notification:

Documentation

Do you have documentation that you would like to attach to support the notification?

☐ Counsellor/Medical Certificate(s)

☐ Letter Detailing Reason

☐ Other:

Before signing the Declaration:

- Read the Withdrawal Cancellation and Refund Policy on the website at <https://www.whitehouse-design.edu.au/legals> before completing this form
- Check with the Library/Student Administration finalise any Library fees/items, incidental or tuition fees
- Complete all relevant sections, sign and date declaration (student and parent or guardian)
- Submit completed form to Student Administration in person, via email study@whitehouse-design.edu.au or post.

On receipt of your completed form, Student Administration will:

- Respond with an acknowledgement
- Process your form within five working days
- Issue you with a Confirmation of Cancellation, by email or post
- If applicable (and without charge) send you a Results Notice for units completed to date of cancellation.

Declaration

- ☐ I have met/discussed with my school's Careers' Advisor, Parent or Guardian and/or Whitehouse Student Administration my intention to cancel enrolment
- ☐ I have read and understood the Cancellation and Refund Policy
- ☐ I am aware of the potential financial implications related to cancellation of my enrolment
- ☐ I understand that cancellation will be effective from the date requested on this form.

Have you checked and finalised
outstanding fees? ☐ YES

Library Items/fees: ☐ YES

Tuition/Incidental: ☐ YES

Applicant Signature:

Date:

Parent or Guardian Signature:

Date:

WHITEHOUSE USE ONLY	Date Received:
Discussed with:	
Processed by:	
Student Admin to attach: • Dairy Notes • Confirmation of Cancellation • Copy of Transcript/Statement of Results	

DEFINITIONS

Confirmation of Enrolment: When an application is accepted, an enrolment processed and a place allocated.

Cancel Enrolment/Withdrawal: To stop studying a course before it is finished with no intention of returning to that course at any time in the future.

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures. This procedure is governed by the:

- Cancellation, Refund and Changes to Courses Policy
- Student Progression and Exclusion Policy