Government of Western Australia
South Regional TAFE

Record-keeping – ALL direction to withdraw and evidence related to withdraw reasons must be kept against SMS student record

APPLICATION to WITHDRAW

Name		Student ID	
Email		Phone	
Withdraw from the entire course?	Yes ☐ No ☐	Withdraw Date	

National ID or Course ID	Course Title

Unit National ID or Course ID	Unit Title

Withdraw Reason (Please tick)

1. Unit cancelled or rescheduled to time unsuitable to student ☐
2. Incorrectly enrolled (college error) ☐
3. Medical (medical certificate required) ☐
4. Enrol in another SRTAFE course/unit ☐
5. Other: provide supporting evidence ☐

If applicable, REFUND details:

Account name		Bank	
BSB number	☐☐☐ - ☐☐☐	Account No.	

OFFICE USE ONLY													
Payment Plan	Yes	☐	No	☐	Date **IF** PP cancelled		USIQ/CAVSS	Yes	☐	Withdrawn	Yes	☐	No ☐

I certify that this account is correct in respect of the requirements of Treasurer's Instruction 5, Requirement 1.5					
Signature incurring officer		Transaction Request No		Refund/credit	$
Process date		Comments			

I certify that this account is correct in respect of the requirements of Treasurer's Instruction 5, Requirement 1.5			
Signature Certifying Officer (Finance)		Date	