WITHDRAWAL APPLICATION

WITHDRAWAL REQUEST
Please select the request that applies to you.

☐ I wish to withdraw from my course and units of study ON or BEFORE the census date. A refund applies if tuition payment has been made, and any VET FEE HELP debt will not be incurred.

☐ I wish to withdraw from my course and units of study AFTER the census date. There is no refund or removal of debt unless special circumstances apply. To apply for special circumstances, please see the Student Liaison Manager or email admin@cmatraining.com.au.

REASONS FOR WITHDRAWAL
Please select the main reason why you have decided to withdrawn from your course, and if applicable, attach evidence to support your application (eg. medical certificates, letters).

<table>
<thead>
<tr>
<th>Reason for Withdrawal</th>
<th>Reason for Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical condition</td>
<td>Financial hardship</td>
</tr>
<tr>
<td>Changed mind about course</td>
<td>Course more difficult than expected</td>
</tr>
<tr>
<td>Course materials</td>
<td>Support services</td>
</tr>
<tr>
<td>Incorrect advice at enrolment</td>
<td>Other:</td>
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</tbody>
</table>

WITHDRAWAL CONDITIONS
Students who withdraw from a Course or Unit of Study are required to notify CMA Training Group in writing.

1. Students who have overpaid their fees must be refunded.
2. Students who withdraw from a Unit of Study ON or BEFORE the census date will receive a refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET FEE HELP loan.
3. Students who withdraw AFTER the census date:
   • will not receive a refund if they have paid up-front.
   • will be liable for the full payment if they have agreed to a payment plan.
   • will be liable for the full debt if they have taken out a VET FEE HELP loan.
   • will only be eligible for a refund or reversal of their VET FEE HELP loan under special circumstances.

DECLARATION
I have read the conditions and declare that the information I have provided is correct and complete. I understand that any course cancellation must comply with the terms and conditions of enrolment.

Print name:  ______________________________________________________________________

Signature: _____________________________________________ Date: ________________

Please return this completed form by mail to the Student Liaison Manager at CMA Training Group, 10/160 Lysaght St, Mitchell ACT 2911 or email admin@cmatraining.com.au.