



# 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/VET Student Loan debt will not be incurred.

I wish to withdraw prior to the census date for:  Unit of Study 1  Unit of Study 2  Unit of Study 3

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](mailto:admin@cmatraining.com.au).

I wish to withdraw after the census date for:  Unit of Study 1  Unit of Study 2  Unit of Study 3

## REASONS FOR WITHDRAWAL

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

Medical condition		Financial hardship	
Changed mind about course		Course more difficult than expected	
Course materials		Support services	
Incorrect advice at enrolment		Other:	

## 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/VET Student 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/VET Student Loan.
  - will only be eligible for a refund or reversal of their VET FEE HELP/VET Student 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 or email to the Student Liaison Manager at CMA Training Group.