

VET Course Withdrawal Form

If you have decided to leave your course before completion, you are required to complete this form and return it to your course coordinator.

Refer to our [Fees, charges and refunds policy](#) for information about eligibility for refunds on your course fees.



Nillumbik Shire Council trading as
Living & Learning Nillumbik
ABN 64 487 894 794
Registered Training Organisation No. 3989

| | |
|--|---|
| Learner name: | |
| Course name: | |
| Course commencement date: | |
| Reason for leaving the course: | ✓ |
| I have decided to study a different course | |
| I am moving out of the area | |
| I am experiencing financial difficulties | |
| I have a new job | |
| Medical or health reasons | |
| Other: (please specify) | |

I wish to withdraw from my course for the above reason(s).

I understand that once my withdrawal has been processed, I will be issued with a Statement of Attainment for any units I have successfully completed once all outstanding fee instalments and charges have been paid. I understand that I am required to pay any instalments outstanding as at the date this form is received by Living & Learning Nillumbik.

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

Office use only

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|--|--|---------------------|--|
| Date learner notified L&LN of intention to withdraw: | | Date form received: | |
| Course coordinator signature: | | Date: | |