

Withdrawal Form



This *Withdrawal Form* is to be completed by a student wishing to withdraw from a course with AFSA. If a student's employer has paid for their course and the student resigns or is terminated from employment, the employer can complete this *Withdrawal Form* on behalf of a student.

Student Name			
Student ID		Date of Withdrawal	
Course			
Workplace			

I wish to withdraw for the following reason/s:

- Withdrawing due to personal circumstances
- Withdrawing due to work commitments
- Withdrawing due to dissatisfaction with the course
- Withdrawing due to transferring to another education provider
- Other – please provide detail below

Declaration

I wish to withdraw from the course I am enrolled in with ASFA effective from the Date of Withdrawal provided above.

I understand that I will forfeit my place in this course on withdrawal and will be required to re-enrol at an additional cost if I wish to continue my studies at a later date.

Signed		Date	
Printed name			

Upon receipt of this form, you will be withdrawn.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by ASFA unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the *Refund Application Form*. Please refer to our *Fees and Refund Policy and Procedure* for more information.

Trainees: You may need to also complete a traineeship cancellation form to cancel the agreement with the state training authority. We will notify you on receipt of this form if this is required.

Please return this completed form to learning@superannuation.asn.au

Alternatively you can post it to:

Student Services

ASFA Learning, Level 11, 77 Castlereagh Street, Sydney, NSW 2000