

The Student Withdrawal Form is used when a student wishes to withdraw from their qualification with MiHaven Training. Depending on the date of the withdrawal the student may not be eligible for a refund. In circumstances where a student has not had evidence of participation for 5 training sessions, an at risk email will be sent and logged on their file. If a further 5 sessions are missed, and MiHaven Training has been unsuccessful in contacting the student; MiHaven Training will use this form to withdraw the student from their qualification.

SECTION A - To be completed and signed by the Student or filled in by a Representative

Student Name			
Qualification Code and Title			
Reason for withdrawal (Please tick one of the following)			
<input type="checkbox"/> Academic difficulties	<input type="checkbox"/> Health reasons	<input type="checkbox"/> Personal reasons	<input type="checkbox"/> Financial difficulties
<input type="checkbox"/> Conflict with trainer/assessor	<input type="checkbox"/> Gained employment	<input type="checkbox"/> Dissatisfaction with qualification	<input type="checkbox"/> Relocation
<input type="checkbox"/> Conflict with employer	<input type="checkbox"/> English language difficulties	<input type="checkbox"/> Transport/travel issue	<input type="checkbox"/> Accepted an offer with another training provider
<input type="checkbox"/> Other: (Please state)			
I understand that:			
<ul style="list-style-type: none"> The date I complete and sign this form is my withdrawal date. By submitting this form, I will cease to be a student of MiHaven Training. 			
Student Signature (N/A if being filled in by a representative)		Date	

SECTION B - To be completed by MiHaven Training Staff

MiHaven Training Representative's Declaration. (Please tick)	I confirm that (please tick one option):		
	<input type="checkbox"/> The student stated above has contacted me to advise that they would like to withdraw effective immediately. <ul style="list-style-type: none"> <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Face to Face <input type="checkbox"/> Text Message <input type="checkbox"/> Other: <input type="checkbox"/> The student stated above has not attended for a minimum of 10 sessions and has been uncontactable.		
MHT Representative's Signature	<input type="checkbox"/> The student has requested a refund (Please fill in Refund Request Form) N/A <input type="checkbox"/>		
	<input type="checkbox"/> Student outcomes for units of competency are marked as 'withdrawn' or blank as per evidence of participation		
	<input type="checkbox"/> Student issued with Statement of Attainment (if applicable) N/A <input type="checkbox"/> <ul style="list-style-type: none"> ▪ SOA No. _____ 		
	<input type="checkbox"/> Student status in Student Management System is "Withdrawn" and an end date is recorded		
		Date	