

Name:

Sign:

Date: / /

COMPASSIONATE POST 10% WITHDRAWAL FROM PROGRAMME/COURSE WITH REFUND FOR FEES

Please complete this form if you are wanting to withdrawal from your programme or papers due to extenuating circumstances, and are wanting to apply, to withdraw without and/or financial penalty.

SECTION A: TAUIRA MUST COMPLETE ALL PARTS OF THIS SECTION *CONTACT DETAILS IF CHANGED PERSONAL AND PROGRAMME DETAILS

Tauira ID

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Tauira Name

Contact Address

Contact Phone Number

Name of Programme

Name of Lecturer(s)

- I would like to withdraw from the entire programme: Yes ☐ No ☐ If No, go to Point 2 below
- I would like to withdraw from the following course(s): Yes ☐

WITHDRAW FROM:

Course Code: Course Title:

- I would like to request a refund of my programme or course fees ☐
- My reason(s) for withdrawing from the programme, and/or course(s) is:

Clearly describe your situation and provide evidence of such

(Use separate sheet if needed)

Student Signature:

Date:

DECISION – KAIMAHI TO COMPLETE

Has discussion taken place between yourself and the taura?

Yes ☐

No ☐

Date of discussion / /

10% Date / / Course Start Date / /

Last Date of Attendance or Notified WD Date / / *

Record and Outcome of Discussion

I confirm that I have checked that there are no results for the courses that are being withdrawn

Initial Date / /

Recommendation

Kaimahi Signature

Print Name

Date / /

*Date that will be entered into Artena

•NOTE

- attach attendance register
- other support documents attached e.g. emails, etc.
- courses with results are not able to be WD

WITHDRAWAL COMMITTEE

Comment:

Decision

Signature Date / /

Signature Date / /

Signature Date / /

DECISION – HEAD OF SCHOOL/NPC

I recommend

Withdraw from programme ☐ Post 10% Withdrawal

Withdraw specific courses ☐ Post 10%

Comment

Recommend Refund

Yes ☐ No ☐

NPC

Signature

Print Name

Date / /

HOS

Signature

Print Name

Date / /

OFFICE USE ONLY

Date Rec'd by Admin / /

Received by:

Actions:

- ☐ Full credit and refund, No EFTS
- ☐ Letter to student with credit & refund copy
- ☐ No credit or refund, claim 100% EFTS
- ☐ Copy of letter to student file with credit/refund copy (for records)
- ☐ Partial Credit or Refund, claimpaHand EFTS
- ☐ Full time to part time, advise StudyLink

Pre 10%:

☐ No Show

Post 10%:

☐ Personal Reasons

Completed and to file: / /

Completed by:

Please forward application to:
Enrolment and Academic Administration,
Te Whare Wānanga o Awanuiārangī, Private Bag 1006, Whakatāne

**PLEASE NOTE THAT INCOMPLETE FORMS ARE UN-
ABLE TO BE PROCESSED**