

NOTIFICATION OF WITHDRAWAL

1. Ākonga to complete

Ākonga ID	
Ākonga Name	
Postal Address	
Phone Number	
Email	
Programme	
Name of Pouako	
I would like to withdraw from the entire programme as of Date	/ /

I am withdrawing because:

<input type="checkbox"/>	I can't afford it	<input type="checkbox"/>	I'm moving
<input type="checkbox"/>	I found a job	<input type="checkbox"/>	Health reasons
<input type="checkbox"/>	Family commitments	<input type="checkbox"/>	I didn't like the tutor
Another reason			

After I have withdrawn I will:

<input type="checkbox"/>	Look for work	<input type="checkbox"/>	Look after my health
<input type="checkbox"/>	Look after whānau	<input type="checkbox"/>	Travel
<input type="checkbox"/>	Start a job	<input type="checkbox"/>	Study elsewhere

Name of other institution and programme

Ākonga Signature		Date	/	/
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2. Pouako to Complete

Has discussion taken place between yourself and the student?		Yes	No
Date of discussion	/ /	Confirmed official withdrawal date	/ /
Course Start Date	/ /	Last date of attendance	/ /
Outcome of Discussion			
Recommendation			
Pouako Signature		Date	/ /

3. Pouako Matua or CEO to Complete

Do you approve the withdrawal		Yes	No
Recommendation		Fees free student withdrawal	
		Claim full EFTS fees - Withdrawal after 10% of programme	
		Do not claim full EFTS fees - Withdrawal before 10%	
Pouako Signature		Date	/ /

4. Finance Manager to Complete (Optional: only if fees were required)

Finance Manager Sign-off		Date	/	/
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The completed form, including any supporting documentation, should be sent or delivered to:

- Education Manager
- Akonga@teraumatatau.com

5. Office to complete

Received by		Date received	/ /
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Actions taken

<input type="checkbox"/>	Full credit and refund, No EFTS	<input type="checkbox"/>	Full time to part-time, advise StudyLink
<input type="checkbox"/>	No credit or refund, claim 100% EFTS	<input type="checkbox"/>	Letter to the student with credit and refund details
<input type="checkbox"/>	Copy of letter to student file with credit/refund copy (for records)		

Completed by		Completed and filed date	/ /
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