



RTO: 22274

Student Withdrawal Form

Technical Advanced Training

Directions:

Trainers, please use the following procedures when a student withdraws from our program:

- (1.) Once the effective withdrawal date is known, emails their Compliance Manager and the Administrator with this information in the student file through to the administration team.
- (2.) Within 2 days of withdrawal, must enter the information on the SMS:
 - * Completed withdrawal form (this form)
 - * Transfer unit outcomes on SMS – report on SVTS
 - * Attendance for current learning period (or any periods not submitted)
- (3.) Within one week TAT must return to the office (attn: Course Coordinator)
 - * Original withdrawal form
 - * Original attendance
 - * All missing work books and corrections
 - * Original TP with transferred units and Agreements

_____, (student) has withdrawn from TAT and intends to:

ENROLL IN (check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> a public school <input type="checkbox"/> site-based program or <input type="checkbox"/> an Independent Study Program <input type="checkbox"/> a private school or another RTO <input type="checkbox"/> Adult Ed Program <input type="checkbox"/> For Work 	OTHER <ul style="list-style-type: none"> <input type="checkbox"/> Other (please identify) _____
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STUDENT REASONS FOR LEAVING:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Wanted/ needed more daily contact <input type="checkbox"/> Wanted/ needed extra support with language <input type="checkbox"/> No longer wants to study <input type="checkbox"/> Wanted/needed more direct instruction <input type="checkbox"/> Wants to use online or remote learning | <ul style="list-style-type: none"> <input type="checkbox"/> Moving out of area <input type="checkbox"/> Dissatisfaction with TATs' compliance policies <input type="checkbox"/> Had a medical condition <input type="checkbox"/> Goals of employment placement fulfilled <input type="checkbox"/> Pathways determined independent study inappropriate for student |
|---|--|

Student attended Technical Advanced Training for _____ (days / weeks / months / years).

The last date work was completed by student: _____

All materials have been returned. If no, amount owed to TAT : \$ _____

✓ Please identify the files can be forwarded:

 Student Signature (Student, if 18yrs or older)

 Parent or guardian Signature (if required)

 CEO Signature

FOR OFFICE USE ONLY
Student dropped from attendance on _____
Student files forwarded on _____
Do Other Files exist? ____ Forwarded on _____
SMS noted on student file _____

SURVEY OF STUDENT IMPROVEMENT

Student

Identify the extent of your agreement in all of the areas below:

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
study skills					
writing skills					
math skills					
self esteem					
enjoyment of learning					

Trainer (TAT)

Identify the extent of your agreement in all of the areas below:

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
study skills					
writing skills					
math skills					
self esteem					
enjoyment of learning					

Other Comments that may assist with continuous improvement:

(IA45-67)

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