

Withdrawal Form

First Name		Surname	
Phone Number		Student Number	
Email			

Instructions: Please complete this form and email it with the required evidence to admin@acclm.edu.au.

Withdrawal applications are assessed on a case by case basis and require supporting documentation to demonstrate a student’s compassionate or compelling circumstances.

Please note: For a withdrawal to be processed this form must be returned, failure to do so will result in your enrolment status remaining as Current. This means that you may continue to incur course related expenses until your withdrawal request has been processed.

Student Initiated Course Withdrawal Request

There are circumstances where a student may wish to finalise their enrolment early for personal or academic reasons. Where this is the case, the student is requested to complete this form. This provides the student the opportunity to specify their reasons and to opt to either transfer their enrolment to another course, or to terminate their enrolment altogether.

The Principal Executive Officer will assess all withdrawal applications and, where feasible and appropriate, seek to further understand the circumstances of why the student is requesting to withdraw from their studies. Students will receive written notification of the decision.

Post Course Commencement

In accordance with ACCLMs Enrolment Terms and Conditions and Statutory Cooling off Period, students are responsible for the payment of their full course fee upon withdrawing from their studies with ACCLM.

Where the enrolment is being terminated, and the student does not have any outstanding fees, they will be issued a Statement of Attainment to recognise their successful unit outcomes achieved during their enrolment period.

Reinstatement of Enrolment Post Withdrawal

- Reinstatement of enrolment fee up to 8 months post cancellation or withdrawal by a student or ACCLM
 - Reinstatement fee + total remaining unit cost.
 - Unit costs are calculated by using the total outstanding number of units and the published course fee at the time of re enrolment.
 - Individual unit cost x the number of units to be completed = total remaining unit cost.
- Reinstatement of enrolment more than 9 months post cancellation, withdrawal by a student or ACCLM the current published course fee less any previous course credits that can be applied.

Further information on ACCLMs policies can be found [here](#).

Section 1: Course Name

Course Name	<input checked="" type="checkbox"/>
CHC51015 Diploma of Counselling	<input type="checkbox"/>
CHC53315 Diploma of Mental Health	<input type="checkbox"/>
CHC43215 Certificate IV in Alcohol and Other Drugs	<input type="checkbox"/>
CHC40421 Certificate IV in Youth Work	<input type="checkbox"/>
CHCSS00093 Alcohol and Other Drugs Skill Set	<input type="checkbox"/>
CHC62015 Advanced Diploma of Community Sector Management	<input type="checkbox"/>

Section 2: Reason for Withdrawal

Please select one reason that best reflects your situation.

Reason	<input checked="" type="checkbox"/>
Financial hardship	<input type="checkbox"/>
Course delivery mode not suitable	<input type="checkbox"/>
Course content too challenging/triggering	<input type="checkbox"/>
Medical reasons including carer responsibilities	<input type="checkbox"/>
Change in work commitments	<input type="checkbox"/>
Personal reasons – do not wish to disclose	<input type="checkbox"/>

Section 3: Evidence to Support Withdrawal Request

Evidence Type
Supporting Comments

Section 4: Student Signature and Date

I certify that the information provided is true and correct. I understand and agree that I'm liable to pay any outstanding course fees.

Student Signature		Date	
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