

Notification of Discontinuation of Studies



ABOUT US: TAFE NSW – HUNTER INSTITUTE | NATIONAL CODE: 90002 | CRICOS PROVIDER 00591E | ABN 87 332 107 743 |
CONTACT US ON 131 225 | F: +61 2 4923 7292 | E: HUNTER.INFOSERVICES@TAFE.NSW.EDU.AU | WWW.HUNTER.TAFENSW.EDU.AU |
AT MAITLAND ROAD, TIGHES HILL NSW | MAIL TO HUNTER TAFE, LOCKED BAG 45, HUNTER REGION MAIL CENTRE, NSW 2310
ABOUT SMART AND SKILLED: WWW.SMARTANDSKILLED.NSW.GOV.AU T: 1300 772 104

Hunter TAFE is committed to making every effort to assist students to complete their studies. It is recommended that you speak to your teacher about alternative study options before submitting this form.

Please note that discontinuing studies will have fee implications in accordance with the **Smart and Skilled Fee Administration Policy** available from www.smartandskilled.nsw.gov.au. The **Hunter TAFE Fee and Refund Policy**, Hunter TAFE Instalment Plan Agreement Details of these are available from the Hunter TAFE website www.hunter.tafensw.edu.au

SECTION 1: Course details

Last Name:	First Name:	
Other Name:	Campus:	
Date of Birth: DD / MM / YY	TAFE Learner No: <input type="text"/>	
Tick ✓ if relevant: <input type="checkbox"/> I am enrolled in this course as apprentice <input type="checkbox"/> I am enrolled in this course as trainee		
My USI is: <input type="text"/>		
Postal Address:		
	Postcode:	
Course Name: Eg: Aged Care	Course Number: Eg: CHC30212-01V01	Qualification: Eg: Certificate III

SECTION 2: To be completed by a student discontinuing studies

Please ✓ the relevant items and complete the information below:

- I am **discontinuing** my current enrolment, as detailed above.
- When was the last class you attended? Day Month Year

Checklist for discontinuing studies: (Tick ✓)

- I have read the Smart and Skilled Fee Administration Policy.
- I have read the Hunter TAFE Fee and Refund Policy.
- I understand that I will be issued with a Statement of Attainment and associated transcript for completed units of competency within 21 days of discontinuing my studies.
- I understand that my Training Plan will be updated to list all Units of Competency where an outcome has been achieved, commenced but not completed and/or not commenced. I will be provided with a copy of the updated Training Plan and returned assessments for completed units of competency I have undertaken with Hunter TAFE.
- I understand that I will receive a statement of fees applied and any fees refunded, if applicable.

Please turn over to complete your notification of discontinuation of studies

Subsidised training: This training is subsidised by the NSW Government

Office Use Only – Document No:

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SECTION 3: Please tell us more about your experience at Hunter TAFE

My overall experience with Hunter TAFE has been positive.	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree
Were you a client of Learner Support Services? Yes / No If yes, do you agree they provided the support you needed?	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree
Were you a client of Hunter TAFE's Aboriginal Learning Circle? Yes / No If yes, do you agree they provided the support you needed?	<input type="checkbox"/>	Strongly Agree	<input type="checkbox"/>	Agree	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Strongly Disagree
Why are you discontinuing your studies?	Dissatisfaction with learning experience		Yes / No							
Work commitments	Yes / No		Personal reasons		Yes / No					
Other:										
<hr/>										
Have you talked to a staff member about your decision?	Teacher/Head Teacher/Support Staff/Other			Yes / No						
Please indicate the name of the staff member you spoke to?										
<hr/>										
Would you be willing for a Hunter TAFE staff member to contact you to discuss your feedback?								Yes / No		

SECTION 4: Applying for a Refund

Please complete a TAFE NSW Withdrawal/Refund form (available from your Campus Services office or https://www.tafensw.edu.au/courses/fees/refunds_and_withdrawals.htm)
The completed Withdrawal/Refund form must be returned to your campus of enrolment.

NOTE1: Refunds, if approved must be made to the student, organisation or third party who originally paid the fees.

NOTE 2: Any payments made by **credit card** can only be refunded, if approved to the card that was originally used to make the payment.

I understand the information provided on this form and collected or otherwise obtained throughout my enrolment will be handled by TAFE NSW in accordance with the **Learner Privacy Notice and Consent** provided at the time of Enrolment in a course with TAFE NSW, the **Privacy and Personal Information Protection Act 1998** and **Health Records and Information Privacy Act 2002**.

Signature of Learner	<input type="text"/>	Date	<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	Year
Witness full name*	<input type="text"/>									
Witness signature	<input type="text"/>	Date	<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	Year

* If signed on campus, signature may be witnessed by a Hunter TAFE Campus Services officer. If signed off campus, form must be witnessed by an approved person from the list available from your campus or at <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

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