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

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Name:</td>
<td>Campus:</td>
</tr>
<tr>
<td>Date of Birth: DD / MM / YY</td>
<td>TAFE Learner No:</td>
</tr>
</tbody>
</table>

Tick if relevant: 
- I am enrolled in this course as apprentice
- I am enrolled in this course as trainee

My USI is: 

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 tick 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: ……………………………………………………………………………………………………………………………………….
**SECTION 3: Please tell us more about your experience at Hunter TAFE**

<table>
<thead>
<tr>
<th><strong>My overall experience with Hunter TAFE has been positive.</strong></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Nil</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Were you a client of Learner Support Services? Yes / No</strong></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Nil</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If yes, do you agree they provided the support you needed?</strong></td>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Nil</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Were you a client of Hunter TAFE's Aboriginal Learning Circle? Yes / No</strong></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Nil</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If yes, do you agree they provided the support you needed?</strong></td>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Nil</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
</tr>
</tbody>
</table>

**Why are you discontinuing your studies?**

- Work commitments Yes / No
- Personal reasons Yes / No

**Other:**

- Dissatisfaction with learning experience Yes / No

**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?**

**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](https://www.tafensw.edu.au/courses/fees/refunds_and_withdrawals.htm))**

The completed Withdrawal/Refund form must be returned to your campus of enrolment.

**NOTE 1:** 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**

<table>
<thead>
<tr>
<th>Signature of Learner</th>
<th>Date</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

**Witness full name**

<table>
<thead>
<tr>
<th>Witness full name*</th>
<th>Date</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

**Witness signature**

<table>
<thead>
<tr>
<th>Witness signature</th>
<th>Date</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

*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](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx)