

Praxis Notice of Withdrawal/Transfer

Today's Date: _____

Name of Student: _____ ID Number: _____

Course: _____

Is the student withdrawing completely from the programme? Yes No

IF YES, DO WE KEEP THE EFTS VALUE? Yes No

Date Programme Started: _____

Date Student Withdrew: _____



Tuition Fee Refund - choose **one** level only:

LEVEL 1	w/d up to 8 days = 100% less administration costs of up to 10% of any amount paid or \$500, whichever is the lesser - w/d fee	Is this date within the 8-day period? <input type="checkbox"/> Yes
	w/d within 2 - 4 weeks = 80%	Is this date within the 2 – 4-week period? <input type="checkbox"/> Yes
LEVEL 3	w/d after 4 weeks = no refund	Is this date after the cut off period? <input type="checkbox"/> Yes



Is this student eligible for a refund?

Programme/Tuition Fee? No Yes _____

Enrolment Administration Fee? No Yes _____

Less any withdrawal fee (if applicable) _____

TOTAL _____

Withdrawal after the cut-off date.

Are there special circumstances leading to a full refund of fees? Yes, explain on back of form

Signed _____ Operations Manager

STUDENTS:

Praxis is genuinely interested in your reasons for withdrawing from a Programme or Course - we might be able to support. To be effective, we need to be informed so that we can respond to your needs.

Please note: Withdrawal from a programme may mean that you will not be eligible to receive a Student Allowance in future years.

Signed: _____ Student

Date: _____

Site Manager Review

Signed: _____ Site Manager

Date: _____