



Withdrawal Form

Enter your full name *

Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

Family name (surname)	Click or tap here to enter text.
First given name	Click or tap here to enter text.
Second given name (middle)	Click or tap here to enter text.

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Other details

Date of Birth	Click or tap to enter a date.
Student ID/USI	Click or tap here to enter text.
Course	Click or tap here to enter text.

Contact details

Home phone	Click or tap here to enter text.	Work phone	Click or tap here to enter text.
Mobile	Click or tap here to enter text.	Email Address	Click or tap here to enter text.
Alternative email address (optional)	Click or tap here to enter text.		

Reason for withdrawal

Click or tap here to enter text.



Student Declaration

- Notification:** I understand that it is my responsibility to notify MechTech in writing of my decision to withdraw from my enrolled course(s) by submitting this completed withdrawal form.
- Understanding of Terms:** I have read, understood, and agree to the terms and conditions of withdrawal as outlined in the student handbook and MechTech's policies and procedures.
- Refund Policy:** I am aware of the refund policy applicable as stated in the written agreement between myself and MechTech. I understand that my eligibility for a refund, if any, will be assessed in accordance with this policy.
- Visa Implications (for overseas students):** I acknowledge that withdrawing from my course may affect my student visa status. It is my responsibility to contact the Department of Home Affairs (DHA) to seek advice on how the withdrawal might affect my visa. I understand that my COE will be cancelled upon receipt of this form.
- Debts and Obligations:** I confirm that I have no outstanding debts or obligations to MechTech and agree to settle any such debts that may arise prior to my withdrawal being processed.
- Feedback:** I acknowledge that I have been given the opportunity to provide feedback or reasons for my withdrawal, which MechTech may use for its continuous improvement processes.
- I certify that the information provided on this application form is accurate and complete.
- I wish to withdraw my enrolment from MechTech in the courses listed in this form.
- I understand that if I have not attained any competencies, no further contact may be made by MechTech. I understand that MechTech will issue a Statement of Attainment where I have attained competency in one or more units/modules (but not a full qualification) provided all fees have been paid.

Student Signature

Student Name	Click or tap here to enter text.	Date	Click or tap to enter a date.
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© Compliance Crew 2025	SS-FT6 Course Withdrawal Form	Version:	1.0	Page 2	
RTO Name:	MechTech Institute	RTO Code:	46536	CRICOS Code:	04431M