



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

14 Mills Lane, Albany, Auckland 0632

PO Box 301320, Albany, Auckland 0752

Phone: +64 (9) 360 0560

facultysupport@wellpark.co.nz

WITHDRAWAL FORM

STUDENT NAME:

STUDENT ID:

NAME OF QUALIFICATION:

DATE:/...../.....

SIGNATURE:

Please be aware that NO refunds will be given on any courses enrolled in (even those which have not yet begun) after day 8 of the commencement of your Programme.

Forward the completed Form to Faculty Support - facultysupport@wellpark.co.nz.

I would like to withdraw from the above qualification: YES NO

What are your reasons for leaving?

- Financial/ I don't have time to study
- I am struggling with learning
- I am intending to study elsewhere
- Personal reasons

Please provide us with details as appropriate:

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What support services did you utilise at the College before finalising your decision to withdraw?

- Counselling session at the Prema Clinic
- Free Academic Clinics
- Meeting(s) with Faculty Support
- Meeting(s) with Programme Leader

Please provide us with details as appropriate:

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Is there anything that the College could have done further to help you complete your studies?

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Please note: As your files and access will be removed from Moodle, ensure that you download and keep any documents from Moodle BEFORE returning this Form.

Faculty Support will write to the student requesting the completion of a Withdrawal Form; if no communication is received from the student within 7 days from the date of the email, the College reserves the right to effectively withdraw the student from their Programme of Study in a process that includes a formal sign off through the Educations Subcommittee. The documents will be filed on the Students SMS file. If you have not formally withdrawn within 8 calendar days or in accordance with the above options, you are liable for the cost of the course, even in the event of non-attendance.

Last date of communication

Date of withdrawal (Education Subcommittee)

ADMINISTRATION USE ONLY

- Recorded on Withdrawal/Deferral Spreadsheet
- Notified staff and Education Subcommittee
- Withdrawn Student from SMS correctly
- Asked Librarian to remove from Moodle
- Uploaded form to student's file on SMS

Faculty Support Signature DATE:/...../.....