



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

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facultysupport@wellpark.co.nz

WITHDRAWAL / ABANDONMENT FORM

Withdrawing AFTER the start of a programme

You must inform the College by filling in the Withdrawal Form and forwarding this to Faculty Support at Wellpark College. All Withdrawals are taken to Management for sign off.

Abandonment

In the event that a student has not attended sessions for two (2) or more consecutive weeks without notifying Faculty Support, the student will move into the abandonment process. The College reserves the right to effectively withdraw the student from their Programme of Study. Abandonment forms are completed by Faculty Support for sign off by Management.

STUDENT NAME: STUDENT ID:

NAME OF QUALIFICATION: DATE:/...../.....

STUDENT 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?

Reasons for abandonment – Student has not:

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

- Attended sessions for two (2) weeks
- Responded to college communications re:
Non-attendance; non-achievement for
Seven (7) days

Please provide 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: Before giving form to Management please check with the librarian and accounts to see there are no outstanding fees

Management: (Comment / Recommendation)

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Management Signature: _____

Designation: _____

ADMINISTRATION USE ONLY

- Recorded on Withdrawal/Abandonment/Deferral Spreadsheet
- Notified Accounts (Notify StudyLink, Immigration)
- Notified Enrolments Advisor
- Notified Programme Leader (Notify tutors)
- Notified Librarian (Moodle access disabled)
- Notified IT Support (Student Assessments Storage Archive Drive, Logins Disabled)
- Tables at Education Subcommittee
- Withdrawn Student from SMS correctly (Check with Accounts)
- Uploaded form to student's file on SMS

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

