

## STUDENT WITHDRAWAL POLICY

A student may withdraw from a course or unit of competency by giving notice in writing to GTPS Training Coordinator

A student will be given recognition for any completed units of competency at the time of withdrawal. A statement of attainment will be issued for any completed units at the time of withdrawal. Please see the refund policy to determine what reimbursements you may be eligible for.

If a reasonable period of time (over 3 months) will have lapsed since the student completing any units, a student who wishes to recommence course may have to undergo an assessment against the earlier completed units of competencies to ensure knowledge and skill levels remain current.

The assessment will be at the applicant's cost but will be mutually agreed between the student and GTPS

Fees owing must be paid to GTPS before withdrawal from course and or issuance of SOA is effected where applicable