

#### 49. STUDENTS WITHDRAWAL POLICY

You may withdraw from a course or unit of competency by giving notice in writing to the GTPS Training Coordinator.

You will be given recognition for any completed units of competence at the time of withdrawal. A statement of attainment will be issued for any completed units at the time of withdrawal. Please note that this would have to include placement hours being taken into consideration if applicable to the training in question. See our Fee and Refund policy to determine what refunds you may be eligible for.

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

Assessment will be at the applicant's cost which will be mutually agreed between the student and GTPS

Forming part of this policy is:

(i)

<b>Authorised:</b> CCR Executive Board Member	M.N.I	<b>Date</b>	Jan 2019
<b>Approved:</b> CCR Executive Board Member	F.O.A	<b>Date</b>	Jan 2019
<b>Reviewed by (SMT)</b>		<b>Date</b>	
<b>Implementation applicable to (circle)</b>	<b>Employees, SMT, Student, Trainer/Assessor</b>		