



49. STUDENTS WITHDRAWAL POLICY

A student may withdraw from a course or unit of competency by giving notice in writing to the GTPS RTO Manager 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)

Authorised: GTPS CEO	<i>Sonia Bhatia</i>	Date	10 JAN 2022
Approved: GTPS Executive Board Member		Date	



Suggested Text Message 1 [Step 1]

RE: Attendance

This is just a courtesy message (SMS / email) to catch-up with you about your [course name/unit name] studying at GTPS. We noticed that you missed two consecutive classes. Please contact contacts@guidestartraining.com.au. how are you? Do you need to talk with us about your studies? Or, would you like additional support to complete your course enrolled in?

Kind Regards
Admin officer

Suggested Message 2 Email Initial Letter [Step 2]

RE: Attendance in [course name/unit name]

Good morning/afternoon [student name],

This is a courtesy follow-up to the message I sent you on the [date] regarding your attendance in the [course name/unit name].

Unfortunately, I haven't heard from you, and you have now missed 3 classes in a row.

If you are experiencing personal difficulties, please remember that you can apply for Special Consideration and that GTPS's Student Services, including counselling, are available to provide you with academic/non-academic support.

I hope to hear from you soon.

[Trainer name]
[Course commencement date]
[GTPS contact details/email signature]

Suggested Message 3 [Step 3]

RE: Intention to withdraw from [Course Name/Code]

Good morning/afternoon [student name],

As you have not responded to my previous messages regarding your attendance in the [course name/course code], and as you have now missed **4 classes** in a row, you are now at risk of being withdrawn from the [course name/unit name].

Please, contact me as a matter of urgency so we can discuss your studies and, if required, develop a study plan for you.

Please, find the intention to withdraw letter attached with this email. If I don't hear from you by [date] I will assume that you do not wish to continue your studies at GTPS and I will, therefore, arrange for you to be withdrawn from [course name/unit name].

Kind Regards
[Admin officer name]
[GTPS contact details/email signature]