

<b>Student Name</b>		<b>Student ID#</b>	
<b>Programme and Year Group</b>		<b>Programme Start Date</b>	
<b>Date of student withdrawal</b>		<b>Published Semester Withdrawal/Deferral Date</b>	

*\*Please note: an administration fee may be incurred – please see <https://www.bti.ac.nz/fees--finance.html> for full details.*

**Reason** (If alternate programme, give details):

## A. FROM PROGRAMME

- Deferral 6 months                       Deferral 1 Year                       Enrol in alternate programme  
 Withdrawal                       Studentship Termination                       YES                       NO

## B. FROM COURSE

Course <u>withdrawal</u> for current year. (Please add any current year enrolments, or future year changes to student's ILP)							
				Sem	Year	EFTS	Credits
Code:		Course Name:		EWD/WD/LWD			
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Code:		Course Name:		EWD/WD/LWD			
Code:		Course Name:		EWD/WD/LWD			

**Both options, please complete the following:** *Checklist to be completed by Educator*

- Please attach copy of student's updated Individual Learning Plan (ILP)
- Student advised that fees may be incurred\*
- Student reminded to return library books and proximity card if applicable
- If necessary, communicate the relevant decisions relating to this outcome with Academic Board
- approval e.g., Student Terminations, Programme variations to Programme Regulations

### AUTHORISATION –Signatures please (can be digital, but written names are NOT accepted).

	Signatures	Date
<b>Student</b>		
<b>Cohort Mentor/Ngā Maunga Āwhina</b>		
<b>Programme Leader</b>		

## OFFICE USE ONLY

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ORIGINAL				REFUND (CET Finance to complete)			
Semester 0: EWD/WD/LWD	EFTS	Cr	#papers	Semester 0: EWD/WD/LWD	EFTS	Cr	#papers
Semester 1: EWD/WD/LWD	EFTS	Cr	#papers	Semester 1: EWD/WD/LWD	EFTS	Cr	#papers
Semester 2: EWD/WD/LWD	EFTS	Cr	#papers	Semester 2: EWD/WD/LWD	EFTS	Cr	#papers
EBS Updated				Proof of Participation Attached (if necessary)			
EBS ILP Checked				BTIOne Updated			
Signed: .....				Date: .....			
Invoice Signed		Yes / No		Payment Received:		Yes / No	
Semester WD Date							

### NOTES:

**EWD** (prior to 2 weeks before start date of programme/includes withdrawals for Semester 2 done in Semester 1) = check SharePoint, if no Signed Invoice/SAF (PT form) there, delete PT as applicable and cancel student enrolment. KL does not need WD form. If Signed Invoice/SAF is present, then send WD form and associated evidence to KL and follow normal procedure.

**WD** = 2 weeks prior through to withdrawal date. Follow process from Programme Administrator notes.

**LWD** = anything after the WD date for that Semester.