

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

**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 to Sem.: | Deferral 1 Year to Sem.: | Enrol in alternate programme |
| Year: <input type="checkbox"/> | Year: <input type="checkbox"/> | |
| Withdrawal <input type="checkbox"/> | Studentship Termination <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |

B. FROM COURSE

Course withdrawal 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
Student		
Cohort Mentor/Ngā Maunga Āwhina		
Programme Leader		

OFFICE USE ONLY

ORIGINAL (For courses actioned from this form only)				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) = check SharePoint, if no Signed Invoice/SAF (PT form) there, delete PT as applicable and cancel student enrolment. RN does not need WD form. If Signed Invoice/SAF is present, then send WD form and associated evidence to RN and follow normal procedure.

WD = 2 weeks prior through to withdrawal date. Follow process from Programme Administrator notes. Includes withdrawals for Semester 2 done in Semester 1

LWD = anything after the WD date for that Semester up to the mid-point of that Semester (there can be no withdrawal from a course after the mid-point of the Semester that course is in)