

# Enrolment Withdrawal Form (FSA-80)

## INSTRUCTIONS

Withdrawals must be managed promptly. An application must be processed, entered in SMS and reported to SVTS within **2 months** of the date of withdrawal to ensure funding. Timely processing of withdrawal paperwork also allows student refunds to be processed (Refer to Fees and Charges Brochure for details).

A Statement of Attainment will be produced for course withdrawals where completion of units of competency have occurred.

**Trainers are to complete all Sections of this form (A, B, C & D).**

**Trainers are to log a helpdesk ticket for processing this form. Please upload all associated paperwork to the helpdesk ticket.**

*\*For more information on valid forms of Evidence of Participation (EOP) see the Quick Guide to Audit Evidence Requirements Flyer or email Education Compliance at [educationcompliance@gotafe.vic.edu.au](mailto:educationcompliance@gotafe.vic.edu.au).*

## SECTION A. Student Details

Student ID:	<input type="text"/>	Date of Birth:	<input type="text"/>
Given name:	<input type="text"/>	Surname:	<input type="text"/>
Course Code:	<input type="text"/>	Course Title:	<input type="text"/>

## SECTION B. Type of Withdrawal

*Select the appropriate type of withdrawal.*

### ☐ 1. Formal Course Withdrawal

[Student initiated - They have notified GOTAFE of their intention to withdraw]

Formal Course Withdrawal Date:

*This is the date the student requested withdrawal.*

- Attach the Defer, Pause or Withdraw Application Form (FSA-153) OR email confirmation that the student has requested withdrawal showing the date they made the request.

### ☐ 2. Apparent Course Withdrawal:

[Trainer initiated - Student will not be continuing their enrolment]

Apparent Course Withdrawal Date:

*This is the date matching the last piece of Evidence of Participation (EOP).*

### ☐ 3. Deferral, with Unit Withdrawal

[Student initiated - They have notified GOTAFE of their intention to defer within 28 days of the course commencement, and enrolled units need to be withdrawn]

- Attach the Defer, Pause or Withdraw Application Form (FSA-153)

### ☐ 4. Paused study with Unit Withdrawal

[Student initiated - They have notified GOTAFE of their intention to pause after 28 days of the course commencement, and enrolled units need to be withdrawn]

- Attach the Defer, Pause or Withdraw Application Form (FSA-153)

### ☐ 5. Unit Withdrawal, for selected units within a course

[Student will not be completing unit(s) and/or has not attempted the assessment in full]

- Please tick if the unit withdrawal is due to possible enrolment error & no participation has occurred ☐
- Please tick if the unit withdrawal is due to a change to the Study Plan/Training Plan ☐  
[where relevant, ensure new units are added to the student's enrolment using FSA-81]
- Please tick if the unit withdrawal is due to a request to Defer ☐
- Please tick if the unit withdrawal is due to a request to Pause studies ☐

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## SECTION C. Unit Withdrawal Details & Evidence

Please attach the following documents to specify the units to be withdrawn and hours to be claimed.  
Complete as follows:

- ☐ I have attached an **Enrolment Summary WC/WD Report (EN-25W<sup>+</sup>)** from SMS; **AND**  
For each unit to be withdrawn I have recorded:
- **For WC units** (i.e. units not commenced / with no Evidence of Participation -EOP):
    - ☐ **WC** in the 'Grade Code' column
    - ☐ **ZERO** in the 'Claimed Hours' column
  - **For WD units** (i.e. units commenced / with EOP retained)
    - ☐ **WD** in the 'Grade Code' column (you can override existing interim results i.e. XP, AP)
    - ☐ **the number of hours student attended** in the 'Claimed Hours' column
    - ☐ **the last date of participation** (matching the EOP supplied per unit) in the 'Last Date of Participation - LDOP' column.

**+ Instructions to retrieve the Enrolment Summary WC/WD Report (EN-25W) from SMS:** working in SMS Production, move to the **search tab** to the left of screen and type in **25**. Click on the required report. Add the **Student ID** and click on **Submit Request** to Server. When your report is ready, you will receive a message to the bottom right of your screen. Click on the word document to open your report.

- ☐ I have attached the **last point of valid EOP** for each withdrawn unit (*EOP demonstrates engagement in learning and is different to original EOP used at unit commencement; SSP*).
- ☐ **FORMAL WITHDRAWALS** - I have attached the Defer, Pause or Withdraw Application Form (FSA-153) **OR** evidence of communication with the student showing the date they requested withdrawal from the Course/Unit(s);
- ☐ **APPARENT WITHDRAWALS** - I have attached evidence of an Impending Withdrawal Notice (*advising the student of the impact on "two at a level in a lifetime" eligibility criteria for future Skills First funding*). This can be a communication warning of impending withdrawal due to non-attendance/non-participation **OR** communication informing the student they will be withdrawn due to failing to complete assessments within the required timeframe.
- ☐ **DEFERRAL WITH UNIT WITHDRAWALS** - I have attached the Defer, Pause or Withdraw Application Form (FSA-153)
- ☐ **PAUSE OF STUDY WITH UNIT WITHDRAWALS** - I have attached the Defer, Pause or Withdraw Application Form (FSA-153)

*\*Note: Where the last EOP available is from a prior calendar year, the unit end date should be changed to 01/01 of the new year and a trainer file note should be added to the student file matching the last point of EOP, explaining the adjustment. Claims cannot be made for a closed collection year.*

## SECTION D. Reason for Withdrawal

Provide an explanation for why the student is withdrawing from the course or unit/s.

Trainer/Assessor

Signature

Date

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Administration Use Only		
CHECKS	Operator	Date
<input type="checkbox"/> SSP entries checked		
<input type="checkbox"/> Evidence types checked		
<input type="checkbox"/> Course withdrawal dates checked for alignment with evidence		
<input type="checkbox"/> Unit withdrawal dates checked for alignment with evidence		
<b>PROCESSING</b>		
<input type="checkbox"/> If Full Course Withdrawal OR Deferral, goLearn Administrator notified		
<input type="checkbox"/> If Apprentice or Trainee cancellation - Apprentice Admin notified		
<input type="checkbox"/> If Diploma/Advanced Diploma withdrawal - VSL Administrator notified		
<input type="checkbox"/> If Full Course Withdrawal – update course status to 'withdrawn' on SMS		
<input type="checkbox"/> If Full Course Withdrawal – Confirmation of withdrawal letter/email sent to student		
<input type="checkbox"/> If Deferral – maintain course status as 'Admitted'; update student sanction to 'Deferred' on SMS		
<input type="checkbox"/> If Deferral – Confirmation of Deferral letter/email sent to student; CC Trainer and SAE team		
<input type="checkbox"/> If Paused study – maintain course status as 'Admitted'; update student sanction to 'Paused' on SMS		
<input type="checkbox"/> If Paused study – Confirmation of Paused Study letter/email sent to student CC Trainer and SAE team		
<input type="checkbox"/> <b>Refund</b> processed <input type="checkbox"/> NA		
<input type="checkbox"/> Evidence & completed application forms saved to student documents of SMS.		
<b>STATEMENT OF ATTAINMENT</b>		
<input type="checkbox"/> Statement of Attainment produced <input type="checkbox"/> NA		
<b>SVTS REPORTING</b>		
<b>Withdrawal Type</b>	<b>Program Status Code</b>	<b>Subject Status Code</b>
Formal	40	40
Apparent	41	40