



FAO: Administrative Manager of Drama

Name: _____

Course: _____

Student ID number: _____

Signed: _____

Dated: _____

CHOOSE ONE OPTION:

I wish to be withdrawn from ALL units of study - tick box

OR

I wish to defer my studies and supply supporting documentation - tick box

OR

This notice confirms my intention to withdraw from _____
(unit of study)

effective from _____.
(date of withdrawal)

I understand that this is *before/after* the census date and therefore I am *not required/required* to make payment for the current unit of study. I am aware that I am still obliged to pay The National Theatre Drama School any outstanding amounts owing from completed units.

Signed: _____

Dated: _____

VET Student Loans (if applicable):

- I am withdrawing on/before my Census Date I wish to partially withdraw from my course (continuing with my other units), and receive a refund, reduction to my HELP Loan for only the attached units; OR
- I wish to fully withdraw from my course and receive a refund, reduction to my HELP Loan for the above units/course (Note that an administration fee applies); OR
- My unit / course has been cancelled by The National and I am entitled to a refund

Authorised by Administrator : _____ Signature: _____

Withdrawal Reason:

To help us improve the student experience please tick at least one of the below withdrawal reasons:

- Attained employment
 - Didn't like or enjoy the course
 - Doesn't align with career aspirations
 - Not ready to commence
 - Financial stress
 - Family related issues
 - Injury or illness Study/work/life balance
 - Other - please state _____
-

Admin Use:

Date Received:

Director informed: Yes/No Date: Meeting Arranged: Yes/No

Financial System Updated:

Exit Interview Arranged:

Deferment Approved: Yes/No Date: Evidence Supplied: Yes/No

Statement of Attainment Issued:

Notes: