



# WITHDRAWAL FORM

## Web-based E-learning

Mail to: G&H Training Limited  
 Attn: Enrolments Officer  
 PO Box 3378  
**Napier 4142**

Name of Student \_\_\_\_\_

Student ID \_\_\_\_\_ Branch for assessments: \_\_\_\_\_

Start date: \_\_\_\_\_ End date / last log on to Web-based E-learning \_\_\_\_\_

<b>I wish to withdraw before my course end date for the following reason:</b>			Tick as appropriate
1.	I do not wish to accept the Web-based Learning User Agreement		<input type="checkbox"/>
2.	I am no longer able to continue my studies for personal reasons		<input type="checkbox"/>
3.	I have found that e-learning at a distance is not an effective way for me to study		<input type="checkbox"/>
4.	Other reason (please explain if not covered by brief feedback below)		<input type="checkbox"/>
Number of unit standards enrolled for:			Number of unit standards completed:
Signed by Student:		Date:	

<b>In my experience, G&amp;H Web-based E-learning:</b>		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	Has clear lesson plans with good and sufficient explanations	1	2	3	4	5
2.	Is a user-friendly e-learning system	1	2	3	4	5
3.	Has a good level of student support	1	2	3	4	5
4.	I am fully satisfied with the course OVERALL.	1	2	3	4	5

<b>I have been enrolled for less than 8 days and wish to apply for a refund of fees:</b>			Tick as appropriate
1.	I enrolled for the full G&H Certificate in Carpentry Theory		<input type="checkbox"/>
2.	I enrolled for individual unit standards.		<input type="checkbox"/>
This application is for an exception to the rules as per my attached letter to the operations manager			<input type="checkbox"/>
Amount of fees refund sought:			\$
I understand that I am not entitled to a refund of any deposit or administration fee that I have paid.			
Signed by Student:		Date:	

<b>Head Office Use Only:</b>			
Log on access terminated	<input type="checkbox"/>	Branch advised of withdrawal	<input type="checkbox"/>
Fees refund approved by operations manager	<input type="checkbox"/>	Fees refund paid: \$	<input type="checkbox"/>
All administration records updated	<input type="checkbox"/>	Record of Learning for completed units sent	<input type="checkbox"/>
Official Enrolment End Date:		Date administration completed:	