



Withdrawal Form 2017 version 1.0

**Our Withdrawal and Refunds Policies and Procedure is on the Web at www.nasa.co.nz/withdraw/
You can also see your Student Handbook or the rules and regulations.**

Brief Introduction and Instructions

Questions? Please contact us

- Please carefully read **all pages** of this form **before** filling it out. Supply truthful and correct answers.
- Use blue or black pen, print clearly and **USE NEAT BLOCK LETTERS** for your answers.
- If you are unsure about withdrawing, please come and see the Student Liaison Officer to have a chat first.
- **Verbal withdrawals or withdrawals by fax, telephone, voicemail, text, or email** are not accepted.
- **You must withdraw from your programme using this form.**
- **Note:** The year in the title refers to the year this form was created, not the year it can be used.

Personal Details

Print answers CLEARLY and in BLOCK LETTERS

Legal surname

Legal first names

Address

List your address
using NZ Post
Guidelines

	Postcode			

Cell phone

Landline

Email address

Date of birth

NZQA number / National Student Number

Day		Month		Year			

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Please continue on the next page

Please complete all sections on all pages

Students Initials

Programme and Starting Date

I wish to formally withdraw from the following programme I am enrolled in:

- Diploma in Beauty Therapy and Applied Aesthetics with Certificate in Nail Technology (CO1499)
- Diploma in Beauty Therapy and Applied Aesthetics (PC1226)
- Certificate in Nail Technology (PC3239)
- Diploma in Spa Therapies (PC9780)

The programme starts on / started on:

Day		Month		Year			

Withdrawal Reason(s)

You may need to supply evidence of your claim

I am withdrawing from the programme I am enrolled in due to:

- | | |
|---|--|
| <input type="checkbox"/> Medical reasons* | <input type="checkbox"/> Can no longer afford (finances) |
| <input type="checkbox"/> The industry is not for me | <input type="checkbox"/> Transferring schools |
| <input type="checkbox"/> Moving from region | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Family reasons | <input type="checkbox"/> Other (please explain) |

If you are withdrawing for medical reasons, you must supply a valid medical certificate.

Briefly explain below why you are withdrawing. Attach another sheet of paper if this space is not sufficient enough.

Please continue on the next page

Students Initials

Terms, Conditions, and Further Information

In this document, the following substitutions will apply:

- The student who wishes to withdraw is herein referred to as “you”
- Aesthetics House Limited, trading as The National School of Aesthetics, is herein referred to as “we”

Your Reason(s) for Withdrawing

You are required to give your reason(s) for withdrawing because Government agencies require us to hold information on why a student withdraws and your feedback may help us as an organisation. We reserve the right to refuse your reason if there is no evidence of your claim or if it contradicts evidence from other sources.

Withdrawal due to Medical Reasons

You will need to supply a valid medical certificate from a registered medical practitioner stating, in his or her opinion, you are no longer medically able to complete the programme. Your medical certificate must be supplied with this form.

If you withdraw due to medical reasons, you should be able to prove to government agencies and education providers you may wish to enrol with in the future that you withdrew from our programme due to legitimate medical reasons.

You cannot claim another reason (i.e. other) if your withdrawal is due to a medical reason.

Fees Due and Refunds

Please be aware you may not be eligible for a refund or may owe the school a portion of or your entire programme fee, depending on when you withdraw. **If you withdraw within the refund period, you must contact us for a Public Trust Refund Form, and you must complete this Public Trust Refund Form with your Withdrawal Form.**

If we have to pursue you to withdraw, or if your withdrawal is not complete the first time around, we reserve the right to charge you for our time and resources used. See www.nasa.co.nz/fees/ for our billing rates.

Your Withdrawal and StudyLink

If you have a student loan and/or allowance, and you are withdrawing from your programme, you are legally required to inform StudyLink you have left your programme. We are also required by law to let them know you have withdrawn.

You can contact them via their Web site at www.studylink.govt.nz or by phone on 0800 88 99 00, and they can give you further information on what information you need to provide. Please have your client number available.

Re-Enrolling at a Later Date

In many cases, if you withdraw, you will not be eligible for re-enrolment in another programme with us.

If the owners allow you to re-enrol at a later date due to documented medical illness or another reason, you must:

- Withdraw in writing from the programme you are currently enrolled in using this form; and
- Re-enrol using an up-to-date enrolment form into the programme you wish to enrol in; and
- Provide evidence you are medically-fit to attend the programme.

You must repay your fees and any additional changes in requirements (i.e. different uniform, up-to-date textbooks, etc).

Return This Form With Supporting Evidence To:

**You must return this form by courier or in person.
You should not post it, email it, or fax it.
It is your responsibility to ensure we get the form.**

Physical Address

No postal delivery

Student Liaison Officer
The National School of Aesthetics
134 Antigua Street
Addington
Christchurch 8024

Please continue on the next page

**We will confirm your withdrawal in writing.
If you do not receive a confirmation in writing, you are not withdrawn.
 It is your responsibility to make sure you have fully withdrawn.**

Your Signature and Your Guardian's Signature (Where Applicable)

Your Signature verifies your answers are truthful and you wish to withdraw from your programme. Your signature also confirms you have read over and understood the information supplied and agree to comply by the terms and conditions listed here and in your enrolment form. You also agree to pay any additional fees associated with your withdrawal as per the "Fees Due and Refunds" section above. **Note:** Giving false or misleading information may be considered a crime under the Crimes Act 1961 and its subsequent amendments.

If you are under 18 years old, your legal guardian will need to initial all pages and sign this document.

Your Signature		Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> <tr> <td style="font-size: 8px;">Day</td> <td style="font-size: 8px;">Month</td> <td colspan="2" style="font-size: 8px;">Year</td> </tr> </table>					Day	Month	Year	
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Guardian's Signature		Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> <tr> <td style="font-size: 8px;">Day</td> <td style="font-size: 8px;">Month</td> <td colspan="2" style="font-size: 8px;">Year</td> </tr> </table>					Day	Month	Year	
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Signature on Behalf of the National School of Aesthetics

NaSA Signature		Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> <tr> <td style="font-size: 8px;">Day</td> <td style="font-size: 8px;">Month</td> <td colspan="2" style="font-size: 8px;">Year</td> </tr> </table>					Day	Month	Year	
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OFFICE USE ONLY			
Received by		Date	
Processed by		Date	
Notifications	<input type="checkbox"/> StudyLink (if applicable)	Date	
	<input type="checkbox"/> Public Trust (only if within refund period)	Date	
	<input type="checkbox"/> Processed in Take2	Date	
	<input type="checkbox"/> Letter sent to student to confirm withdrawal	Date	