

# Withdrawal from a course 2023



**Make a copy of this form** and rename it with “ your name 2022 Withdrawal from (subject + NCEA level) course”

**This form must be shared and emailed to your dean. You must continue to attend all timetables classes for this course until you receive notification that you have been withdrawn.**

## Section A: (student to complete)

|         |  |             |  |          |  |
|---------|--|-------------|--|----------|--|
| Name:   |  | Atawhai:    |  | Date:    |  |
| Course: |  | Year Level: |  | Teacher: |  |

|                                  |  |
|----------------------------------|--|
| Course wanting to withdraw from: |  |
| Change to course:                |  |

Student to list the standards completed before course withdrawal request and/or standards currently in progress. Please note that students can not be withdrawn from a Standard once the assessment has started.

| AS Number (eg: 91257): | Grade Awarded / still in progress | Has the assessment started ? Y or N (HOD to confirm) |
|------------------------|-----------------------------------|--|
|                        |                                   |  |
|                        |                                   |  |
|                        |                                   |  |

My reasons for requesting to withdraw are:

|  |
|--|
|  |
|--|

*I am also aware that, if I am doing Level 3 and I withdraw from this course, I may not be able to use this subject as one of my three approved UE subjects for UE requirements if I have not gained 14 credits from this course prior to my withdrawal.*

## Section B: (Dean to make a copy of student form, complete B and share with HOD)

*If the student is proposing to swap into a new subject then, dean checks timetable lines, class numbers, speaks with HOD of proposed new course before proceeding with the form*

|   |  |
|---|--|
| Date form received from student:                    |  |
| Reason for withdrawing from the requested course is | Acceptable / Not Acceptable (Delete one) |
| Comment:  |  |

|                         |  |       |  |
|-------------------------|--|-------|--|
| Parent permission given |  |       |  |
| Dean signature:         |  | Date: |  |

**Section C: (Head of Department to complete C and share with LB)**

|  |   |       |  |
|--|---|-------|--|
| Confirmation that assessment has not started for standards to withdraw | <i>HOD to check that assessment has not started for any standards in the course that the student wishes to withdraw from - check the table on page 1</i><br><b>Confirmed correct / corrected table (Delete one)</b> |       |  |
| Comment:   |   |       |  |
| HOD signature:   |   | Date: |  |

**Section D: (Careers Advisor to complete D, share with RF when complete)**

(Check ability to achieve level, Literacy, Numeracy, University Entrance and endorsement)

|   |  |                                       |  |
|---|--|---------------------------------------|--|
| Comment:  |  |                                       |  |
| Check ability to achieve Literacy, Numeracy, UE and endorsement | Literacy<br>Numeracy<br>University entrance<br>Endorsement | Yes/NO<br>Yes /NO<br>Yes/NO<br>Yes/NO |  |
| Careers advisors signature:                                     |  | Date:                                 |  |

**Section E: (Principal's Nominee - RF to advise ASO when complete)**

|                                |                            |       |  |
|--------------------------------|----------------------------|-------|--|
| Withdraw:                      | <b>Yes No (Delete one)</b> |       |  |
| Principal Nominee's signature: |                            | Date: |  |

**Section F: (Database Manager)**

|                               |                            |       |  |
|-------------------------------|----------------------------|-------|--|
| Withdrawn:                    | <b>Yes No (Delete one)</b> |       |  |
| NZQA Entry altered            | <b>Yes No (Delete one)</b> |       |  |
| Database Manager's signature: |                            | Date: |  |

(Database Manager to share this copy of the form with the student along with their new timetable - cc HOD, Classroom teacher, Dean, RF)