



# Request to Withdraw From an Internal or External Standard



To be completed by the Applicant and given to the HOD

<b>Surname:</b>		<b>First name(s):</b>	
<b>Standard number:</b>		<b>Tutor class:</b>	
<b>Standard name:</b>			
<b>Assessment title:</b>			
<b>Due date:</b>			
<b>My reason(s) for wanting to withdraw are:</b>			
<b>List any other standards in any course that you have withdrawn from this year:</b>			
<b>Does this standard contribute to literacy or numeracy?</b>			
<b>Does this standard contribute to a pathway?</b>			
<b>Have you discussed this with your teacher and parents/caregivers?</b>			
<b>Parent signature:</b>		<b>Date:</b>	
<b>Statement</b> I have consulted with my parents/caregivers, dean and teacher and I am aware that withdrawing from a standard means I will forfeit the opportunity to earn the credits associated with the assessment. I understand that if I have already been given an adequate opportunity to achieve the standard, a Not Achieved grade will be awarded and no withdrawal can take place.			
<b>Student signature:</b>		<b>Date:</b>	
<b>Withdrawal granted/rejected:</b>			
<b>HOD Signature:</b>		<b>Date:</b>	

*Once completed and signed by HOD and student, the student will receive a copy of this document and the HOD will store it in the department files.*