

## Withdrawal Form

In the event that you no longer wish to study the course for which you have applied, please complete and return this form to the address below together with any coursework issued to you.

This form must only be completed by the student. Verbal requests will not be actioned, requests from Practice Managers/Supervisors will not be actioned.

### Important

Once your place on the course is confirmed by ABDO College you will be liable to pay the fees, even if you subsequently withdraw from the course. Please see table below:

After confirmation but before official start date	Full Refund Less £30 administration fee
Up to 2 weeks from the official start date	Full Refund Less £30 administration fee
2 to 4 weeks from the official start date	75% of course fee Less £30 administration fee
4 to 8 weeks from the official start date	50% of course fee Less £30 administration fee
8 weeks after the official start date	No refund

**I hereby confirm that I no longer wish to study the following ABDO College course.**

Course/s withdrawing from:	
Name of student:	
Membership no:	
I enclose Coursework: <small>(Refunds will not be issued if coursework has not been returned in good order along with this form)</small>	Yes / No      N/A - Access
Signature of student:	
Signature of Supervisor:	
Date:	
Reason for withdrawal:	
Other comments:	

Return to: Claire Raffill, Operational Services, ABDO College, Godmersham Park, Godmersham, Canterbury, Kent CT4 7DT.