



Withdrawal Form 2025 version 1.0

Our Withdrawal and Refunds Policies and Procedure are our Web site at www.nasa.co.nz/withdraw/

Introduction and instructions

Questions? Please contact us

- **You should withdraw from your programme using this form.**
- If you are unsure about withdrawing, please come and see the Student Liaison Officer to have a chat first.
 - You may be able to gain an extension to your programme instead.
- Please carefully read **all pages** of this form **before** filling it out. Supply truthful and correct answers.
- If filling out by hand, use blue or black pen, print clearly and **USE NEAT BLOCK LETTERS** for your answers.
- **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

Email address

Date of birth

NZQA number / National Student Number

Day	Month	Year					

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Programme and starting date

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

- New Zealand Certificate in Nail Technology [NZ3443]
- New Zealand Certificate in Beauty Therapy [NZ3444]
- New Zealand Diploma in Beauty Therapy [NZ3445]
- New Zealand Certificate and Diploma in Beauty Therapy [CO3691]
- Other (please specify):

The programme starts in / started in the following month and year:

Month			Year		

Student Initials

Parent's Initials

Withdrawal reason(s)

You may need to supply evidence of your claim

I am withdrawing 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, supply a valid medical certificate.

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

Student Initials

Parent's 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

We ask that you give your reason(s) for withdrawing because Government agencies may require us to provide information on why a student withdraws. Also, 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 (e.g., 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 and you have paid some or all your programme fees yourself (not a student loan or other Government funding), you may need to complete a Public Trust Refund Form with your Withdrawal Form to allow Public Trust to send your refund to the correct bank account.** We can generate this for you from the Fee Protect Public Trust Web site, so contact us for a copy.

Your Withdrawal and StudyLink

If you have a student loan and/or allowance, and you are withdrawing from your programme, you are required to inform StudyLink you have left your programme. We are also required 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.

If you withdraw within the refund period and have paid some or all your programme fees from a student loan, we will refund all money paid less any fees we are allowed to keep under the law.

Re-Enrolling at a Later Date

If you withdraw, you may not be eligible for re-enrolment in the same or another programme with us.

If the owner allows 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 may need to pay your fees a second time and any additional changes in requirements (e.g., different uniform, up-to-date textbooks, etc).

Return this form with supporting evidence (where required) to:

You must return this form:	
<ul style="list-style-type: none"> • In person to the Student Liaison Officer 	<ul style="list-style-type: none"> • By courier to: Student Liaison Officer The National School of Aesthetics 134 Antigua Street Addington Christchurch 8024
<ul style="list-style-type: none"> • Via email to withdraw@nasa.co.nz 	

It is your responsibility to make sure we receive the form.

**We will confirm your withdrawal in writing.
It is your responsibility to make sure you have fully withdrawn.**

Student Initials	Parent's Initials
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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. **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

Day	Month	Year					

Guardian’s signature

Date

Day	Month	Year					

Signature on behalf of Aesthetics House Limited trading as The National School of Aesthetics (NaSA)

NaSA signature

Date

Day	Month	Year					

OFFICE USE ONLY

Received by		Date	
Processed by		Date	

		Date	Initials
Notifications	<input type="checkbox"/> Inform StudyLink (if applicable)		
	<input type="checkbox"/> Process in Public Trust (only if within refund period)		
	<input type="checkbox"/> Process in SELMA (student management system)		
	<input type="checkbox"/> Block out on attendance database		
	<input type="checkbox"/> Make inactive on MasterGrade / grading programme		
	<input type="checkbox"/> Remove from Moodle		
	<input type="checkbox"/> Remove from Teams		
	<input type="checkbox"/> Cancel student email address and Microsoft 365 license		
	<input type="checkbox"/> Update roll call		
	<input type="checkbox"/> Inform teaching team		
	<input type="checkbox"/> Send email to student to confirming withdrawal		