**Hampshire Achieves - Early Leaver’s Form**

This form should be used when a learner has been absent for at least 3 weeks and/or leaves a course before the end. The Register should be marked accordingly.

**Name of Learner:**  **Date of last attendance:**

**Course Title: Course Code:**

**Reason(s) for leaving the course**

Did not like the subject Employment

Level not appropriate Family/childcare reasons

Not what expected Financial reasons

Moved from area Ill health

Distance/travel difficulties Learner deceased

Transferred to another course Reason not known

Other:

## Learner Achievement

|  |  |  |  |
| --- | --- | --- | --- |
| Achieved learning goals |  | Did not achieve learning goals |  |

**Any other information** (including any plans the learner has for further learning etc)

**Have all books/equipment etc been returned?**

If not, what steps are being taken to ensure that this is followed up.

Signed (Tutor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to your Centre Manager