

Easy Read - Withdrawal of Services

1. We can withdraw your supports for the following reasons:

	You do not do what it says in the Service Agreement.
	Your behaviour may hurt other people (like our workers or other clients).
	You do not pay us the agreed amount of money for our services.
	You do not tell us how your needs have changed which might affect the supports we provide.
	You do not change your environment to make it safe for our staff to work in (Work Health and Safety).
	You do not comply with our policies.







Easy Read - Withdrawal of Services

2. You can ask to withdraw the supports we provide you for the following reasons:

	We do not do what it says in the Service Agreement.
	You are unhappy with the quality of the service we provide (see Complaints).
	You are moving to a new community.
	Your needs changed, and you no longer need the supports we provide.
	Your needs changed, and you need MORE supports which we do not provide.

Easy Read - Withdrawal of Services

3. The withdrawal from supports process:

	One of us must give the other 14 days' notice before the withdrawal.
	We will inform the NDIS of your withdrawal from our service.
	If you want, we will help you look for another provider.
	We will never leave you without support during the withdrawal process.
	We will inform you of any risks related to moving services.
	We will talk to other providers to help you move to a different service (with your consent).

Easy Read - Withdrawal of Services

Client's/Advocate's Name: _____

Signature: _____

Date: _____

Worker's Name: _____

Role: _____

Signature: _____

Date: _____