

Training Request to Withdraw Form

for direct, fee-for-service, funded entitlement or priority and all other NON-TRAINEESHIP enrolments.

SECTION 1: ENROLMENT DETAILS

Student's First Name: _____ Student's Family Name: _____

Course Code: _____ Course Start Date: _____

Course Title: _____

Proposed Withdrawal Date: _____

SECTION 2: STUDENT'S NOTIFICATION (STUDENT TO COMPLETE AND RETURN)

I wish to withdraw from the above course because:

- circumstances not related to the RTO's performance now prevent me from continuing the course.

Please provide details and attach. This should be comprehensive and where available, evidence that supports your request to withdraw is also attached.

- circumstances related to the RTO's performance and/or their delivery of this training AND I have raised my concerns with the RTO.

Please provide details and attach. In the interest of continuously improving our services, please provide as comprehensive information as possible.

Student's Signature: _____ Date of Signature: _____

SECTION 3: RTO TO COMPLETE

The RTO is withdrawing the above student from the above course:

- the above formal notification (Section 2) from the student was received and is complete.
- the above formal notification was not obtained but the following informal notifications and/or attempts to contact the student are documented in the student's file.
- The student verbally advised an RTO staff member (name: _____) of their intention to withdraw on _____ (date).
- The student advised the RTO by email of their intention to withdraw on _____ (date).
- The RTO attempted to contact the student on the following dates following the student's absence from training or an informal notification to withdraw:

List all dates: _____

Based on Work Savvy's Fees, Charges and Refunds Policy, the student is:

- eligible for a refund (Form passed to Finance to administer the refund)
- not eligible for a refund.

RTO Staff Signature and position: _____ Date of Signature: _____