

# Training Request to Withdraw Form

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

## 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 the RTO has made reasonable efforts to address my concerns.

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 J2S Training Solutions 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: