

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 Aurora Training and Professional Services' 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: _____