

CANCELLATION AND WITHDRAWAL APPLICATION

1. This form is to be submitted to the RTO Administration and Compliance Officer or RTO Manager via training@excels.com.au
2. All supportive or relevant evidence must be attached.
3. A copy of this form must be kept in the student files.

STUDENT NAME:			
STUDENT USI NO:			
CONTACT NUMBER:			
COURSE CODE:			
COURSE NAME:			
REQUEST:	<input type="checkbox"/> Withdraw	<input type="checkbox"/> Cancel	
REASON: (Please attach any supporting evidence)			

NAME:			
TITLE:			
SIGNATURE:		DATE	

Upon receipt of this form, you will be withdrawn from this course and cannot return unless through re-enrolment. Once this form has been processed, you will be issued with a statement of attainment for any competencies that have been achieved. However, the statement cannot be provided until all required fees have been paid. If no competencies have been attained, no further notification of withdrawal will be provided by Excel Training, unless specifically requested.

FOR RTO OFFICE USE ONLY

FILES CLOSED:	<input type="checkbox"/>	SOA ISSUED:	<input type="checkbox"/>	TERMINATION FORM COMPLETE:	<input type="checkbox"/>
NAME:					
TITLE:					
SIGNATURE:		DATE:			