

Training Request to Withdraw Form

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



SECTION 1: ENROLMENT DETAILS

Learner's First Name: _____ Learner's Family Name: _____

Course Code: _____ Course Start Date: _____

Course Title: _____

Proposed Withdrawal Date: _____

SECTION 2: LEARNER'S NOTIFICATION (LEARNER 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.

Learner's Signature: _____ Date of Signature: _____

SECTION 3: RTO TO COMPLETE

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

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

List all dates: _____

Based on Stride Learning's Fees, Charges and Refunds Policy, the learner 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: _____