

## CANCELLATION AND WITHDRAWAL APPLICATION

1. This form is to be submitted to Administration Personnel via [training@rexceltraining.com.au](mailto:training@rexceltraining.com.au)
2. All supportive or relevant evidence must be attached.
3. A copy of this form must be kept in the Students file.

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

<b>NAME:</b>			
<b>TITLE:</b>			
<b>SIGNATURE:</b>		<b>DATE</b>	

Upon receipt of this form, you will be withdrawn from this course and cannot return unless through re-enrolment.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 Rexcel Training, unless specifically requested.

### FOR RTO OFFICE USE ONLY

<b>FILES CLOSED:</b>	<input checked="" type="checkbox"/>	<b>PARCHMENT REQUEST FORM COMPLETE:</b>	<input checked="" type="checkbox"/>	<b>SOA ISSUED:</b>	<input type="checkbox"/>
<b>NAME:</b>					
<b>TITLE:</b>					
<b>SIGNATURE:</b>		<b>DATE:</b>			