

Request to Withdraw from Training

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Doc. # RTOCOM40
Authorised by: RTO Manager



Human Resources Pty Ltd

I _____ hereby request to withdraw from studies with Mentor for my enrolment in _____.

Date of Withdrawal: _____

Reason for withdrawal:

Did not commence/Unable to progress - Refund request
(Invoice # _____ Dated _____ Amount \$ _____)

Withdrawal with partial completion – Statement of Attainment request below

Other (please advise)

Statement of Attainment request:

My preferred method of delivery is: (please complete only one method of delivery)

To have a Mentor employee telephone me on _____ and advise me that the documents are ready to be picked up. I will negotiate an appropriate time to collect the documents.

OR

Post my VET information to:

Street Address:	
Suburb:	
Post Code:	

I understand that Mentor will require **ten** working days to issue any related statement.

Signed: _____ Date: _____

Name of person receiving request:	
Date request received:	