

Request to Withdraw from Training



Human Resources Pty Ltd

I _____ hereby request to withdraw from studies with Mentor Human Resources Pty Ltd (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.

Signature: _____ Date: _____

For Office Use Only:

Staff Member receiving request:	
Date request received:	
Staff Member finalising request:	
Date request finalised:	