

Withdrawal Form

Student Id:		Student Name:	
Course Id:		Course Name:	

I wish to withdraw from the course I am enrolled in with Australian College of Professional Studies. I wish to withdraw for the following reason:

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	
<u>Student</u>	<u>Employer/Workplace</u> (only required for trainees and apprentices)		
Signed:		Signed:	
Printed Name:		Printed Name:	
Date:		Date:	

Trainees and apprentices: You may need to also complete a traineeship/apprenticeship cancellation form to cancel the agreement with the state training authority.

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by Realtime Education and Training Services unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees, Charges and Refund Policy for complete details.

Withdrawal Form – Action Details

Qualification: CHC33015 Certificate III in Individual Support						
Unit Code	Unit of Competency	Nominal Hours	Core / Elective	Withdrawal Details		
				Hours Claimed	Trainer / Assessor Initials	Date
CHCCCS023	Support independence and wellbeing	80	Core			
CHCCCS011	Meet personal support needs	60	Elective			
HLTWHS002	Follow safe work practices for direct client care	25	Core			
CHCAGE005	Provide support to people living with dementia	65	Elective			
CHCCOM005	Communicate and work in health or community services	30	Core			
CHCLEG001	Work legally and ethically	55	Core			
CHCAGE001	Facilitate the empowerment of older people	50	Elective			
CHCHCS001	Provide home and community support services	50	Elective			
CHCCCS025	Support relationships with carers and families	70	Elective			
HLTAAP001	Recognise healthy body systems	70	Core			
CHCDIV001	Work with diverse people	40	Core			
CHCPAL001	Deliver care services using a palliative approach	60	Core			
CHCCCS015	Provide individualised support	30	Core			