

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 Upon receipt of this form, you will be withdrawn.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

Unit Code	Unit of Competency	Nominal Hours	Core / Elective	Withdrawal Details		
				Hours Claimed	Trainer / Assessor Initials	Date
CHCDIV001	Work with diverse people	40	Core			
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	Core			
CHCECE006	Support behaviour of children and young people	30	Core			
CHCEDS001	Comply with legislative, policy and industrial requirements in the education	35	Core			
CHCEDS004	Contribute to organisation and management of classroom or centre	30	Elective			
CHCEDS017	Contribute to organisation and management of classroom or centre	30	Elective			
CHCEDS021	Assist in facilitation of student learning	50	Core			
CHCEDS022	Work with students in need of additional support	50	Core			
CHCEDS024	Use educational strategies to support Aboriginal and/or Torres Strait Islander	55	Core			
CHCEDS025	Facilitate learning for students with disabilities	50	Core			
CHCEDS032	Support learning and implementation of responsible behaviour	55	Core			
CHCLLN001	Respond to client language, literacy and numeracy needs	45	Elective			
CHCPRP001	Develop and maintain networks and collaborative partnerships	80	Elective			
CHCPRP003	Reflect on and improve own professional practice	120	Core			
CHCPRT001	Identify and respond to children and young people at risk	40	Core			
HLTAID003	Provide First Aid	14	Elective			
HLTWHS001	Participate in workplace health and safety	20	Core			