

Withdrawal Form

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

I wish to withdraw from the course I am enrolled in 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:	
Student	Employer/Workplace (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 Upon receipt of this form, you will be withdrawn.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
CHCDIV003	Manage and promote diversity	80	Core			
CHCLEG003	Manage legal and ethical compliance	80	Core			
CHCMGT001	Develop, implement and review quality framework	110	Core			
CHCMGT003	Lead the work team	100	Core			
BSBFIM601	Manage finances	80	Core			
BSBINN601	Lead and manage organisational change	60	Core			
BSBMGT608	Manage innovation and continuous improvement	70	Core			
BSBR501	Manage risk	60	Core			
CHCCS007	Develop and implement service programs	100	Elective			
CHCCOM003	Develop workplace communication strategies	100	Elective			
CHCMGT001	Develop, implement and review quality framework	70	Elective			
CHCCSM006	Provide case management supervision	120	Elective			
CHCMGT005	Facilitate workplace debriefing and support processes	120	Elective			