

## STUDENT WITHDRAWAL FORM

This form is used in accordance to Cornzal Workforce Development's Fee Administration and Refund Policy.

This form is used for Cornzal Workforce Development's to process student requests to withdraw from ongoing training. Refunds in relation to withdrawal from training must be requested using the Cornzal Workforce Development's Refund Request Form.

Student Details			
<b>First Name:</b>	Enter Text	<b>Surname:</b>	Enter Text
<b>Date of Birth:</b>	Enter Text	<b>Email:</b>	Enter Text
<b>Postal Address:</b>	Enter Text		<b>Postcode:</b> Enter Text
<b>Course Code:</b>	Enter Text	<b>Course Name:</b>	Enter Text
<b>Date Due to Cease:</b>	Enter Text		

Withdrawal Details
<p><b>Please state reason for withdrawing from training:</b></p> <p>Enter Text</p>
<p><b>List completed units of competencies:</b></p> <p>Enter Text</p>
<p><b>List units for assessment*</b></p> <p><i>(Units completed in training but have not yet been assessed. If not applicable, please write N/A)</i></p> <p>Enter Text</p>
<p><b>Please email the evidence of completed units of competencies and evidence of units of competencies for assessment listed above following this naming convention:</b></p> <p>Email subject: &lt;Withdrawal Request - Name - Unit Evidence&gt;</p> <p>Document Name:            Completed Units: &lt;Document - Unit Code - Completed - Date&gt;            Units for Assessment: &lt;Document - Unit Code - For Assessment - Date&gt;</p> <p>EMAIL: rtoadmin@cornzal.edu.au</p>

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 Tower A, Level 2, Suite 15, 1 Springfield Lakes Boulevard, Springfield Lakes, Qld 4300

**RTO Code: 31663**

Our Vision: Transforming individuals, solutions for business

Our Mission: To develop a skilled workforce by delivering innovative blended training

**Declaration**

I understand that my request for a withdrawal from training will be processed in accordance with relevant Cornzal Workforce Development policies and procedures. I declare and confirm that all information provided here are true and accurate.

**Student Signature:**

**Date:**

**Once this form is completed, please return to Cornzal Workforce Development.**

**Email: [rtoadmin@cornzal.edu.au](mailto:rtoadmin@cornzal.edu.au) | Phone: 07 3556 3801**

**VERSION CONTROL**

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Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
19/12/2022	Document Creation	Admin Cornzal	v. 1.0	Date 19/12/2022	Date 19/12/2023

RTO INFORMATION	
<b>Document Name</b>	Withdrawal from Training Form
<b>RTO/Company Name</b>	Cornzal Workforce Development
<b>RTO Code</b>	31663
<b>Manager</b>	Quality and Compliance Manager