

## Withdrawal From

Student Name:			
Date of Withdrawal:	/ /	USI:	
Course			
Trainer			

I wish to withdraw from the course I am enrolled in with Australian Employment & Training Services.

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			
Signature:		Date	
Print Name:			

Please forward this completed form to our office via [admin@aeats.com.au](mailto:admin@aeats.com.au) Upon receipt of this form, you will be withdrawn.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 AEATS unless specifically requested.

The AEATS Administration team will automatically calculate any refundable amounts.

Please refer to our Fees, Charges and Refund Policy.

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