

Student Request to Withdraw Form



Student's name:		Date:	
Email:		Telephone:	
Organisation:			
Program enrolled in:			
Program start date:			
DETAILS			
Reason for withdrawal:	<input type="checkbox"/> Loss of employment <input type="checkbox"/> Change in personal circumstances <input type="checkbox"/> Change in job role <input type="checkbox"/> Employer request <input type="checkbox"/> Unable to commit to study <input type="checkbox"/> Other (please state)		
Further information:			
DECLARATION			
Have you read the EnerTrain Accredited Program Terms and Conditions?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the EnerTrain Student Handbook?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your Signature:			

OFFICE USE ONLY			
Request status:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Reason for non-approval (if applicable):			
Is a refund required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Processed by:		Date:	