



## COURSE WITHDRAWAL FORM

SECTION A: LEARNER'S DETAILS	
Surname:	
Given Names:	
Address :	
Email:	Mobile:
SECTION B: CURRENT COURSE DETAILS	
Course Name:	
Course Start Date:	
Course Finish Date:	
SECTION C: WITHDRAWAL DETAILS	
<p>I would like to apply for withdrawal for my course because:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Transfer to another institution (please attach proof of enrolment)</li> <li><input type="checkbox"/> Employment reasons</li> <li><input type="checkbox"/> Personal reasons</li> <li><input type="checkbox"/> Financial reasons</li> <li><input type="checkbox"/> Others, please state: _____</li> </ul>	
Signature:	Date:
SECTION C: OFFICE USE ONLY	
Accounts	
Checked by:	Payment Details:
Approved by:	<input type="checkbox"/> Fully Paid <input type="checkbox"/> Partial Payment <input type="checkbox"/> Balance _____
PEAK Training	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
RTO Manager:	Date Signed:
Comments:	
Processed by:	Date Processed: