

If you are withdrawing from a traineeship, classroom course, VET Fee HELP, course of study or unit of competency please complete the following details before course end date and either hand it to your Trainer/ Assessor or send to rtoadmin@atel.com.au by email or post (PO Box 603, Wodonga, VIC 3690).

This form may be completed by either the student or Trainer/Assessor. Student to complete Part A & B or Trainer/Assessor to complete Part A & C.

Part A - Details

Student name: _____ Date of birth: _____

Street address: _____

Suburb: _____

State and post code: _____ Contact phone number: _____

Name of course/Unit of Study: _____

Reason for withdrawing from this course/unit of study:

- Gained employment Do not want to incur a VET Fee HELP debt
 Employed as a trainee Leaving organisation Other (please specify below)

Other: _____

| Part B – Student Declaration | Part C – Trainer/Assessor Details |
|---|-----------------------------------|
| I understand that by submitting this form my enrolment/unit of study will be cancelled. | Name: _____ |
| Signature: _____ | Signature: _____ |
| Date: _____ | Date: _____ |

| Office use only – to be completed by Trainer/Assessor | | | |
|---|---------------------------------|---|--------------|
| Student Job Ready #: | Withdrawal Date: | | |
| Contact Record | Student 1 st Attempt | Student 2 nd Attempt (if applicable) | Employer/JSA |
| Date of contact: | | | |
| Contact made with: | | | |
| Contact made by: | | | |
| Method of contact: | | | |
| Notes: | | | |
| Date entered into JobReady: | | RTO Admin Staff member: | |