

Part A Personal and Contact Details

Student Number:			
Surname:		First Name:	
Street Address:			
Suburb:			
Home Phone:		Mobile Phone:	
Email Address:			

Enrolment Details

Qualification:				
Unit/s of Competency:				
Delivery Method: <small>(Please Circle)</small>	Classroom	Self-paced	Work-based (eg traineeship)	
Payments: <small>(Please Circle)</small>	Upfront (full payment)	Payment Plan	Employer	Other

Prior to completing the following please speak with an ET Australia Representative in the first instance to determine options that may be available to you as an alternative to withdrawing.

Notification to Withdraw

I (insert name) have spoken to an ET Australia Representative and confirm I wish to withdraw my enrolment from the above qualification / units of competency that I have been undertaking with ET Australia.

Please provide us with details as to why you wish to withdraw:

.....

.....

.....

Signed:

Dated:

Part B

Refund Request details

If you intend on applying for a refund following your withdrawal from training please read ET Australia’s Refund Policy. The policy will confirm if you will be eligible for a refund and what type of refund you should be applying for based on your circumstances.

<input type="checkbox"/> Standard Refund:	I am withdrawing my enrolment prior to training commencement
<input type="checkbox"/> Extenuating Circumstances Refund:	I meet the following criteria: <ul style="list-style-type: none"> <input type="checkbox"/> Medical reasons <input type="checkbox"/> Financial hardship <input type="checkbox"/> Employment changes <input type="checkbox"/> Family / personal reasons
What form of evidence have you attached to support this refund application	<ul style="list-style-type: none"> <input type="checkbox"/> Medical certificate / correspondence <input type="checkbox"/> Employer letter <input type="checkbox"/> Counselling letter <input type="checkbox"/> Other

**This form should be directed to the attention of:
ET Australia’s TRAINING COLLEGE MANAGER**

Mailed to: ET Australia, PO Box 1296, GOSFORD, NSW 2250,

Delivered to: ET Australia, 123 Donnison Street, GOSFORD, or

Emailed to: training@etaustralia.com.au

Please refer to the ET Australia Privacy Policy under the Policies & Procedures section of this website regarding the handling of personal information.

OFFICE USE ONLY

Amount Paid to Date:	
Number of units commenced:	
Number of units not commenced:	

Application Approved:	<input type="checkbox"/>
Date:	
Approved by :	
Signature:	

Application Denied:	<input type="checkbox"/>
Date:	
Reviewed by :	
Signature:	

Amount to be refunded:	\$
Reason for decision:	