

WITHDRAWAL REQUEST FORM – Certificate 3 Guarantee

Refunds must be requested in writing seven (7) days prior to withdrawal. Withdrawal Request must be made on the Withdrawal Request Form. This must be signed by the Student and if applicable, a referring 3rd party. Units will be refunded on a unit by unit basis for all units not commenced.

Date of Withdrawal	
Student Name	
Address	
Contact number	
Email address:	
Course enrolled in	
Reason for withdrawal	
Have you completed Survey?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please indicate
Student signature:	
I understand that by signing above, I have withdrawn from the course listed. Whilst I am entitled to a refund on a unit by unit basis only.	

Please provide your bank account details so that we may process payment.

Name of Account: _____

BSB: _____

Account Number: _____

Document name	Certificate 3 Guarantee Admin_02_ Withdrawal request form	Version no	3.0
Issue date	October 2016	Review date	October 2017
<i>Document control management – Uncontrolled when printed</i>			