

Application to Withdraw from Course F – 49A



This form is to be completed by students requesting to withdraw from enrolled studies at The Coaching Institute.

Prior to completing this application students are to refer to The Coaching Institutes policy RTO 21 Refunds and the student handbook for details relating to withdrawal.

Student Details

Mr/Miss/Ms/Mrs: _____

First name(s): _____ Family name: _____

Postal address: _____

Contact phone numbers (Home) _____ (Mobile) _____

Program details

Title of Course			
Date commenced		Date of withdrawal	

Withdrawal

Throughout any of TCI programs a student can withdraw at any time for any reason, however fees may be due to The Coaching Institute. Fees are calculated based on services made available to you up to the day written notice of withdrawal is received by The Coaching Institute.

Refer to the Table of Values for the value of what is included in each program. Please note, that fees are calculated based on provision of services as agreed, and not on whether a student has attended the classes made available to them.

Any refunds due to the student will be credited to other accounts held by the student to reduce the debt in those accounts in the first instance and before monies are paid directly to the student.

Student Acknowledgement

I hereby advise The Coaching Institute of my intention to withdraw from the enrolled course detailed above.

My reason for withdrawal is:

I have read and understand The Coaching Institute policy RTO 21 Refunds, the Student Handbook and the Table of Values for details relating to withdrawal.

Student Signature: _____ Date: _____

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Administration use only

In determining the application, The Coaching Institute has considered:

- The Coaching Institute policy and procedures,
- students personal situation,
- what training and other products have been delivered, and
- amount paid to date.

Signed: Student Support Manager _____ Date: _____

This student is (circle one) Eligible for refund / Not eligible for refund.

Signed: Operations Manager: _____ Date: _____

Once completed, attach form F 49B Application to Withdraw from Course (Admin Use Only) and complete and distribute accordingly.