



Enrolment Amendment Form (Withdrawal)

This form is to be used by currently enrolled students seeking to withdraw from RED MAKO LEARNING PTY LTD courses. In order to cancel classes and withdraw:

- Speak with your TRAINER or TUTOR in person or via phone to discuss your reasons for withdrawing PRIOR to submitting this form
- Complete and return this form to the Redmako Schools Team at schoolaccounts@redmako.com.au

STUDENT DETAILS:

First Name: _____

Last Name: _____

Email: _____

Course: _____

Mobile: _____

Reason for withdrawing:

Please provide any supporting documents as evidence e.g., medical certificate.

I understand that submission of this request to withdraw does not initiate a refund and that to apply for a refund I must complete the separate [refund request form](#).

I understand that if refund is not approved, I am still required to pay any outstanding fees in accordance to the [Fees and Charges Policy and Overview](#).

Student Signature: _____

Date: __/__/__

Parent/Guardian Signature: _____

Date: __/__/__

WHAT HAPPENS NOW:



- Upon submission of this form it will be escalated to the REDMAKO LEARNING PTY LTD TRAINING MANAGER for final authorization before your withdrawal is processed.
- If you have also submitted a refund application this will be reviewed and eligibility for refund determined.
- Once your withdrawal has been processed you will receive an email to confirm withdrawal from the course along with a refund if eligible.
- If you have completed any units in your course you will be issued with a Statement Of Attainment.

OFFICE USE ONLY:

Redmako staff member: _____

Date of contact with student: __/__/__

Are there any outstanding fees: Yes No

Date of finalised withdrawal: __/__/__

Has a Statement of Attainment been issued: Yes No date issued: __/__/__

Authorised by: _____

Position: _____

Signature: _____

Date: __/__/__