

*Internal Data Request
Withdrawal Form*

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| NOTE: For best results and to avoid delay in processing, this form can be downloaded from our website: [www.childcentraltraining.co.uk/about/forms](http://www.childcentraltraining.co.uk/about/forms) and completed on the computer and emailed to katrina@childcentraltraining.co.uk. If written out, the form should be completed using BLACK INK and BLOCK CAPITALS. |

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| **Form Completed by:** | **Date Submitted** | ***Date Acted On*** ***(For Office Use Only)*** |
| Click here to enter text. | Date | Date |

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| Candidates are only registered with SQA once the class has 'settled' and the assessor believes that all remaining candidates will complete the course. This form needs to be completed by assessors and sent to Child Central Training. This form is just for individuals/groups who are doing the same units. |

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| **Candidate Name** |
| Click here to enter name. |
| **email address:** (NOTE IF NOT TYPED, PLEASE USE BLOCK CAPITALS TO ENSURE ACCURACY) |
| Click here to enter text. |

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| **Class Information** |
| Class Name on MOODLE | Year Started | Original Expected Completion Date (month/year) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **Withdrawal Information** |
| Whole or Partial Withdrawal? | SQA Group Award Code to Withdraw |
| [ ]  Whole Course[ ]  Individual Unit(s) | Click here to enter text. |

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| **SQA Unit Code(s) to Withdraw** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **Reason for Withdrawal** |
| [ ]  Unable to make the commitment | [ ]  Personal Reasons |
| [ ]  Change of job role | [ ]  Course content challenging |

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| **Further Details** |
| Click here to enter text. |

F*orm Last Updated August 2017 by Alison Stewart*