If you are no longer able to attend an Event, you need to withdraw yourself so that the seat is made available for someone else.
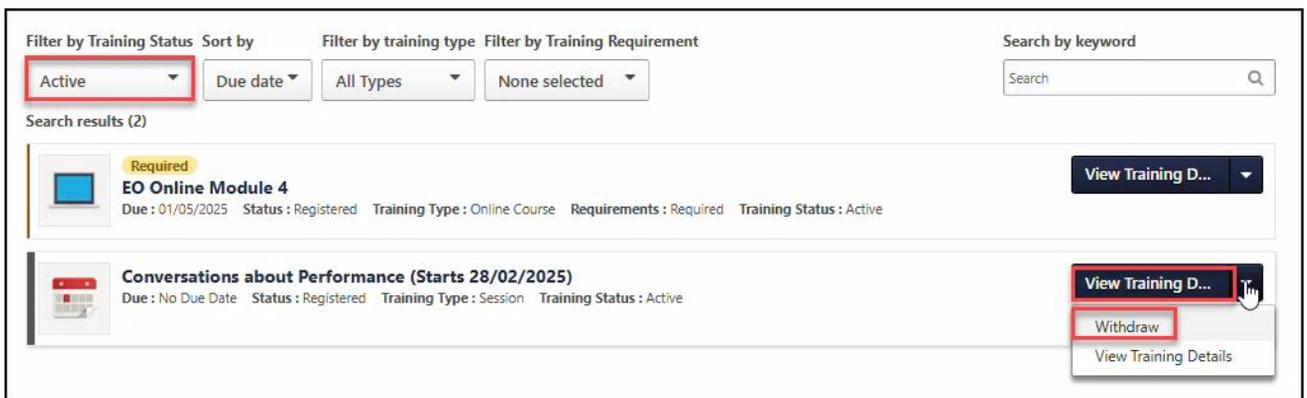
1. From the home page, select the Training Record tile.

2. On the Filter by Training Status drop down, select Active.

3. Select the View Training Details drop down on the Event you wish to withdraw from.

4. Select the Withdraw option.

5. Complete the Withdraw Registration form.

6. Select the reason from the drop-down menu and click Submit.

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the delegate list.

Session Details

Event Name:	Conversations about Performance
Date / Time:	(1) 28/02/2025 09:30 - 28/02/2025 13:00
Location:	Alere South Function Centre > Student Hub & Union
Price:	Price Not Set
Withdrawal Penalty:	A$100.00 if withdrawn 7 days prior to session start date

SESSION WITHDRAWAL OPTIONS

Please select a reason ▾
- Please select a reason
- Other
- At manager request
- Booked in error
- Leaving the company
- On leave
- Personal reasons
- Prerequisite not met
- Previously attended

❗ Some events incur a fee for late withdrawal. Refer to the Event Training Details page to view Withdrawal Penalty information.