WITHDRAWAL / CANCELLATION / DEFERRAL FORM

SECTION 1 – STUDENT DETAILS			
Name:			
Qualification / Course:			
Contact Tel:		**Mobile:**	
Email:			

SECTION 2 – CHANGE DETAILS

☐ **I wish to withdraw from this course** and understand the Refunds Policy for my enrolment type.

Type of enrolment:	☐ Fee for Service (FFS)	☐ Certificate 3 Guarantee / Higher Level Skills	☐ User Choice

Withdrawal reason:	

Account details for refund:	**BSB:** ☐☐ ☐☐ ☐☐
	Acc. Number: ☐☐☐☐☐☐☐☐☐

Signature:		**Date:**	/ /

☐ **I wish to defer from this course** and understand that my enrolment must still be completed before my expiry date.

Defer date from:	/ /	**Defer date to:**	/ /

Deferral reason:	

Signature:		**Date:**	/ /

SECTION 3 – AUTHORISATION (TRAINER / ADMIN USE ONLY)			
Is requested change approved?	☐ Yes	☐ No	
Has the Training and Employment Survey been completed?	☐ Yes	☐ No	☐ N/A
Staff Name:			
Staff Signature:		**Date:**	/ /

SECTION 4 – PROCESSED DATE (ADMIN USE ONLY)			
Changed in SMS:	☐ Yes ☐ No	**Date:**	/ /
Formal notification emailed:	☐ Yes ☐ No	**Date:**	/ /