



Course Withdrawal/defer/amendment Form

Section 1 – Client Details

Name:			
Student ID:			
Contact Tel:		Mobile:	
Email:			
Qualification / Course:		Course Start Date:	/ /

Section 2 – Change Details

I wish to withdraw from this course. I understand I need to abide by the Refunds Policy.

Withdrawal Date:	/ /		
Withdrawal Reason:			
Signature		Date:	/ /

I wish to Transfer to another course date. I understand my transfer will be subject to course availability.

Transfer to Date:	/ /	or	/ /
Transfer Reason:			
Signature		Date:	/ /

I wish to Transfer to another Delivery Mode/Class. I understand there may be further fees involved.

Transfer Date:	/ /		
Transfer Reason:		New Delivery Mode:	<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Online
Signature		Date:	/ /

I wish to Defer my enrolment in this course. I understand that my enrolment has an expiry date.

Defer to Date:	/ /		
Deferral Reason:			
Signature		Date:	/ /

Section 3 – Authorisation

Requested Change has been finalised? Yes No

Signature:		Position:	
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Print Name:		Date Processed:	
Admin Use Only			
Changed in SMS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <input type="checkbox"/> / /
Logged By:		Signature:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <input type="checkbox"/> / /
Sent By:		Signature:	