

Course Withdrawal/Defer/Amendment Form

Section 1 – Student Details

Student Name:		Student No:	
Contact Tel:		Mobile:	
Email:			
Qualification / Course currently enrolled:		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 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 approved? Yes No

Signature:		Position:	
Print Name:		Date Processed:	

Admin Use Only

Changed in SMS:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	/ /
Logged By:		Signature:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	/ /
Sent By:		Signature:	

Records of updates and changes

Version number	Issue date	Nature of Amendment
1.0	01/07/2020	Final version , submitted for registration
1.1	28/02/2022	Added RTO and Cricos code, adjusted header and footer,
2.0	03/05/2022	Changed RTO provider name