

# Course Withdrawal/defer/ amendment Form



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1. Student Details			
Name:			
Contact Tel:		Mobile:	
Email:			
Qualification / Course:		Course Date:	/ /
2. Change Details			
<input type="checkbox"/> <b>I wish to withdraw from this course.</b> I understand I need to abide by the Refunds Policy.			
Withdrawal Date:	/ /		
Withdrawal Reason:			
Signature		Date:	/ /
<input type="checkbox"/> <b>I wish to Transfer to another course date.</b> I understand my transfer will be subject to course availability.			
Transfer to Date:	/ / or / /		
Transfer Reason:			
Signature		Date:	/ /
<input type="checkbox"/> <b>I wish to Transfer to another Delivery Mode.</b> I understand there may be further fees involved.			
Transfer to Date:	/ / or / /		
Transfer Reason:		New Delivery Mode:	<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Online
Signature		Date:	/ /
<input type="checkbox"/> <b>I wish to Defer my enrolment in this course.</b> I understand that my enrolment has an expiry date.			
Defer to Date:	/ /		
Deferral Reason:			
Signature		Date:	/ /
3. Authorisation			
Requested Change has been approved? <input type="checkbox"/> Yes <input type="checkbox"/> 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:	