

# Course Withdrawal/defer/amendment Form

## Section 1 – Client Details

<b>Name:</b>			
<b>Contact Tel:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Qualification / Course:</b>		<b>Course Date:</b>	/ /

## Section 2 – Change Details

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

<b>Withdrawal Date:</b>	/ /
<b>Withdrawal Reason:</b>	
<b>Signature</b>	<b>Date:</b> / /

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

<b>Transfer to Date:</b>	/ / or / /
<b>Transfer Reason:</b>	
<b>Signature</b>	<b>Date:</b> / /

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

<b>Transfer Date:</b>	/ /						
<b>Transfer Reason:</b>	<table border="0"> <tr> <td><b>New Delivery Mode:</b></td> <td><input type="checkbox"/> Classroom</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Correspondence</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Online</td> </tr> </table>	<b>New Delivery Mode:</b>	<input type="checkbox"/> Classroom		<input type="checkbox"/> Correspondence		<input type="checkbox"/> Online
<b>New Delivery Mode:</b>	<input type="checkbox"/> Classroom						
	<input type="checkbox"/> Correspondence						
	<input type="checkbox"/> Online						
<b>Signature</b>	<b>Date:</b> / /						

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

<b>Defer to Date:</b>	/ /
<b>Deferral Reason:</b>	
<b>Signature</b>	<b>Date:</b> / /

## Section 3 – Authorisation

Requested Change has been approved?  Yes  No

<b>Signature:</b>		<b>Position:</b>	
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## Course Withdrawal/defer/amendment Form

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