

Course Withdrawal/Deferment/Amendment Form				
Section 1 – Client Details		Qualification / Course:		
Name:			Course Date:	/ /
Email Address:			Mobile:	
Section 2 – Change Details				
<input type="checkbox"/> I wish to withdraw from this course. I understand I need to abide by the Refunds Policy.				
Withdrawal Date:	/ /			
Withdrawal Reason:				
Signature			Date:	/ /
<input type="checkbox"/> I wish to Transfer to another course date. I understand my transfer will be subject to course availability.				
Transfer Date:	/ /	Course Details		
Transfer Reason:				
Signature			Date:	/ /
<input type="checkbox"/> I wish to Transfer to another Delivery Mode. I understand there may be further fees involved.				
Transfer Date:	/ /			
Transfer Reason:			New Delivery Mode:	<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Distance <input type="checkbox"/> Blended
Signature			Date:	/ /
<input type="checkbox"/> I wish to Defer my enrolment in this course. I understand that my enrolment has an expiry date.				
Defer from Date:	/ /	Defer to Date:	/ /	
Deferral Reason:				
Signature			Date:	/ /
Section 3 - Bank Details				
Account Name:				
BSB Number:		Account Number:		
Section 4 – 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:	/ /
Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Admin Name:			Signature:	