| Course Withdrawal/defer/amendment Form | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1 – Client Details** | | | | | | | | | | | |
| **Name:** | |  | | | | | | | | | |
| **Contact Tel:** | |  | | | | **Mobile:** | | | |  | |
| **Email:** | |  | | | | | | | | | |
| **Qualification / Course:** | |  | | | | **Course 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**. I understand there may be further fees involved. | | | | | | | | | | | |
| **Transfer Date:** | | / / | | | | | | | | | |
| **Transfer Reason:** | |  | | | | **New Delivery Mode:** | | | Classroom  Correspondence  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 approved? | | | | Yes | No | | | | | | |
| **Signature:** |  | | | | **Position:** | | |  | | | |
| **Print Name:** |  | | | | **Date Processed:** | | |  | | | |
| **Admin Use Only** | | | | | | | | | | | |
| **Changed in SMS:** | | | Yes | No | **Date:** | | | / / | | | |
| **Logged By:** | | |  | | **Signature:** | | |  | | | |
| **Formal Letter/Email Sent:** | | | Yes | No | **Date:** | | | / / | | | |
| **Sent By:** | | |  | | **Signature:** | | |  | | | |