

# 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.

**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:** \_\_\_\_\_