

Course Withdrawal or Amendment Form

Section 1 – Client Details					
Name:					
Contact Telephone:			Mobile:		
Email:					
Qualification/Course:			Course Date:	/ /	
Section 2 – Change Details					
<input type="checkbox"/> I wish to withdraw from this course . <i>I understand I need to abide by the Refunds Policy.</i>					
Withdrawal Date:		/ /			
Withdrawal Reason:					
Signature			Date:	/ /	
<input type="checkbox"/> I wish to Transfer to another course date . <i>I understand my transfer will be subject to course availability.</i>					
Transfer to Date:		/ /		or / /	
Transfer Reason:					
Signature			Date:	/ /	
<input type="checkbox"/> I wish to Defer my enrolment in this course . <i>I understand that my enrolment has an expiry date.</i>					
Defer to Date:		/ /			
Deferral Reason:					
Signature			Date:	/ /	
Section 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 VETtrak 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:			