

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:		