

### Course Transfer/ Deferment / Withdrawal Application Form

<b>Student Name:</b>			
<b>Email:</b>			
<b>Street/PO Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Mobile:</b>		<b>Home Phone:</b>	

**Transfer Request:**

<b>Course Requesting Transfer From:</b>			
<b>Current Cohort/Start Date</b>		<b>Transfer Choice One (1): Cohort/Start Date:</b>	
		<b>Transfer Choice Two (2): Cohort/Start Date:</b>	
<b>Reasons for Requested Transfer:</b>			
<b>Declaration:</b>	<input type="checkbox"/> I declare that the information I have provided above is true and correct. <input type="checkbox"/> I acknowledge that I understand my student rights and obligations.		
<b>Signature:</b>		<b>Date:</b>	

**Deferment Request:**

<b>Program requesting deferment from:</b>			
<b>Date of requested deferment:</b>		<b>Date of requested re-commencement:</b>	
<b>Reasons for requested deferment:</b>			

<b>Declaration:</b>	<input type="checkbox"/> I declare that the information I have provided above is true and correct. <input type="checkbox"/> I acknowledge that I understand my student rights and obligations.	
<b>Signature:</b>		Date:

**Withdrawal Request:**

<b>Program requesting withdrawal from:</b>		
<b>Date of requested withdrawal:</b>		
<b>Reasons for requested withdrawal:</b>		
<b>Declaration:</b>	<input type="checkbox"/> I declare that the information I have provided above is true and correct. <input type="checkbox"/> I acknowledge that I understand my student rights and obligations.	
<b>Signature:</b>		Date:

**Review and Decision:**

<b>Name of decision maker:</b>		
<b>Position / Authority:</b>		
<b>Nature of request by student:</b>		
<b>Review of the student's circumstances:</b>		

<b>Application:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
<b>Reasons for decision:</b>		
<b>Date of decision to take effect:</b>		
<b>Signature:</b>		Date:

**Administrative Action:**

<b>Name of person completing administrative action:</b>		
<b>Position:</b>		
<b>Administrative Check:</b>	<input type="checkbox"/> Student advised in writing <input type="checkbox"/> Relevant Trainer advised of decision <input type="checkbox"/> Student fees refunded or <input type="checkbox"/> No refund required/approved <input type="checkbox"/> Student file transferred / archived <input type="checkbox"/> Certificate issued (as applicable) <input type="checkbox"/> Student Management System updated	
<b>Comments:</b>		
<b>Signature:</b>		Date: