



# Course Withdrawal, Deferral and Suspension Form

Course Withdrawal, Deferral and Suspension Form			
SECTION 1 – Personal Details			
Date:			
Student Name:			
Student ID:			
Course Code/ Course Name:			
Course Commencement Date:			
SECTION 2– Change Details			
<input type="checkbox"/> <b>I wish to Withdraw from this course.</b> I understand I need to abide by the Refunds Policy.			
Withdrawal Date:	/ /		
Withdrawal Reason:			
Signature:		Date:	/ /
<input type="checkbox"/> <b>I wish to Transfer to another course date.</b> I understand my transfer will be subject to course availability.			
Transfer to Date:	/ / or / /		
Transfer Reason:			
Signature:		Date:	/ /
<input type="checkbox"/> <b>I wish to Transfer to another delivery mode.</b> I understand there may be further fees involved.			
Transfer Date:	/ /		
Transfer Reason:		New Delivery Mode:	<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Online
Signature:		Date:	/ /



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<input type="checkbox"/> <b>I wish to Defer my enrolment in this course.</b> I understand that my enrolment has an expiry date.			
<b>Defer to Date:</b>	/ /		
<b>Deferral Reason:</b>			
<b>Signature:</b>		<b>Date:</b>	/ /
<input type="checkbox"/> <b>I wish to Suspend my enrolment in this course.</b> I understand that my enrolment has an expiry date.			
<b>Suspend to Date:</b>	/ /		
<b>Suspension Reason:</b>			
<b>Signature:</b>		<b>Date:</b>	/ /
<b>SECTION 3 – Authorisation</b>			
<b>Authorisation for Processing</b>			
<b>Action to be taken:</b>	<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED
<b>Comments:</b>			
<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date Processed:</b>	/ /
<b>Changed in SMS:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b> / /
<b>Logged By:</b>			<b>Signature:</b>
<b>Formal Letter/Email Sent:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b> / /
<b>Sent By:</b>			<b>Signature:</b>