



Application for Deferment, Cancellation or Withdrawal

1 PERSONAL DETAILS

Family Name: _____ Student Id: _____

Given Name: _____ Phone: _____

Email: _____ Date of Birth: _____

Course Code: _____ Course Title: _____

2 PLEASE SELECT FOR NOT CONTINUING WITH COURSE

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Deferment | Proposed date from: _____ to: _____ |
| <input type="checkbox"/> Withdrawal | Proposed date effective: _____ |
| <input type="checkbox"/> Cancellation of COE | Proposed date effective: _____ |

3 REASONS FOR NOT CONTINUING

Please attached all related documents

Student Signature: _____ Date: _____

Withdrawal/Deferement Fee	\$300.00
Cancellation of Coe Fee	\$250.00

OFFICE USE ONLY

Application Fees paid
Sign _____ Date: _____

<input type="checkbox"/> Application sent to RTO Manager	Comments by RTO Manager
<input type="checkbox"/> Pre-Approved	_____
<input type="checkbox"/> Not Pre-Approved (please provide reasons)	_____
Sign _____ Date: _____	_____

<input type="checkbox"/> Application sent to CEO	Comments by CEO
<input type="checkbox"/> Approved	_____
<input type="checkbox"/> Not Approved (please provide reasons)	_____
Sign _____ Date: _____	_____

- ESOS notes (SMS updated)
 - Trainer Notified
 - Approval/refusal letter generated
 - Approval/refusal Letter Signed
 - Approval/refusal letter photocopied and filed in student file
 - Approval/refusal letter given to student
 - Student advised of reason for refusal verbally and offered counselling if requested
- Sign: _____ Date: _____