

# 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 <b>withdraw from this course</b> . <i>I understand I need to abide by the Refunds Policy.</i>					
Withdrawal Date:		/ /			
Withdrawal Reason:					
Signature				Date:	/ /
<input type="checkbox"/> I wish to <b>Transfer to another course date</b> . <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 <b>Defer my enrolment in this course</b> . <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:	