

Course Deferral, Change and Withdrawal Form

This application is for:

- Deferring the course (*Complete section A, D, F, G*)
- Change of course (*Complete section A, B, F, G*)
- Withdrawal from the Course (*Complete section A, C, F, G*)
- Change of class/mode of delivery (*Complete section A, E, F, G*)

This form is completed by:

- Student
- Trainer
- Administration Officer

A. Student Details

Student Number:	USI:
First name:	Family name:
Course Enrolled:	
Email:	Mobile:

B. Change of course

Current Course	New Course
Course Code:	Course Code:
Course Name:	Course Name:
Duration:	Duration:
Commencement date:	Commencement date:
<i>I understand my transfer will be subject to course availability.</i>	

C. Withdrawal from the current course

Withdrawal Date	/ /
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D. Defer the current course

Defer to Date:	/ /
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E. Change to another Mode of Delivery/Class

Transfer Date:	/ /
New Delivery Mode:	<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Online
New Class Day/Days	

F. Reason for Variation

G. Declaration

I hereby declare that all information provided above is true and valid. I am fully aware that any changes to my course may impact my course duration or fees.

Student Signature: _____

Date: _____

AET OFFICE USE ONLY-

Requested Change has been finalised?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Training Plan Updated	Date:	By:		
<input type="checkbox"/> SMS updated	Date:	By:		