

## 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	/ /
D. Defer the current course	
Defer to Date:	/ /
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 Deferral, Change or Withdrawal
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G. Declaration
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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: