

D015-01 Withdrawal and Deferral Form

This Form is completed by a student who wishes to apply for a deferral of their course completion date and/or withdraw from their studies. A copy of the completed Form is placed on the Student's File as a record of their request and Norgrove Training's decision.

Student Details (Please Print Clearly)			
Given Name(s)		Surname	
Date		USI	
Email Address			
Qualification/Course			

Withdrawal Request

1. **I wish to withdraw from all studies:** (please indicate)

- a) As from the date of lodgement of this Form with Norgrove Training.
- b) OR After attendance of the workshop dated: ____/____/____

2. **Reason for withdrawing:** (please circle)

- | | | |
|---------------------------------|---|----------------------------------|
| 1. Too far behind in studies | 2. Assessment results | 3. Loss of interest in course |
| 4. Transfer to another Course | 5. Transfer to another institution/provider | 6. Housing difficulties |
| 7. Financial | 8. Health | 9. Support Services not adequate |
| 10. Personal or family problems | 11. Obtained employment | 12. Visa Refusal |
| 13. Other | | |

COMMENTS: _____

Declaration

"I understand that I will forfeit my place in this qualification/course if I withdraw and will be required to apply for re-enrolment if I wish to continue my studies at a later date. I understand I will not be entitled to a refund of fees paid to Norgrove Training if this Form is lodged within 10 days of the training. I authorise Norgrove Training to withdraw me from all studies at Norgrove Training, effective from the date specified above. I understand I will forfeit the \$150 non-refundable administration fee (if applicable). I understand that a Statement of Attainment will only be issued for the units competently completed and paid in full."

Signature		Date	
-----------	--	------	--

If you are expecting a refund, please complete the refund details (below).

Deferment Request

1. I wish to defer from all studies: (please indicate)

- c) As from the date of lodgement of this form with Norgrove Training.
- d) OR After attendance of the workshop dated: ____/____/____

Please note – you may only defer for a 12-month period.

2. Reason for deferment: (please circle)

- 1. Personal or family matter
- 2. Going interstate
- 3. Going overseas
- 4. My health
- 5. Other
- 6. Other

COMMENTS: _____

For all Students: You have the right to appeal any decision made with which you disagree. This must be done within 10 days of the date of Norgrove Training’s decision and using the Complaints and Appeals Form.

Refund Details: (to be completed by the withdrawing student) – NOT APPLICABLE for deferments

Reason for refund	
Payee Name	
Postal Address	

Payment Type

- Cheque EFT Credit Card

Bank Transfer Details

Bank Name			
Bank Address			
BSB Number	____ _	Account Number	____ _

Credit Card Details

Name on Card			
Credit Card No	____ _	CVV	____ _

Signature		Date	
-----------	--	------	--

OFFICE USE ONLY

Student withdrawal approved: Yes No

Reason/Comments: _____

Refund amount granted: \$ _____
 (pro-rata calculation by RTO Manager)
 Based on: _____

Refund invoice raised: Invoice #: _____ Date: ____/____/____

Confirmation of withdrawal and explanation of refund provided to Learner in writing: Yes By: Email / Fax / Letter Date: ____/____/____
 (please circle)

RTO Manager Signature: _____ Date: ____/____/____

Student deferment approved: Yes No

Deferment approved up to: ____/____/____

Reason/Comments: _____

Confirmation of deferment and explanation provided to Learner in writing: Yes By: Email / Fax / Letter Date: ____/____/____
 (please circle)

RTO Manager Signature: _____ Date: ____/____/____

VETtrak Updated: / /
NT Rep: _____