



COURSE WITHDRAWAL, DEFERRAL AND SUSPENSION FORM

PERSONAL DETAILS			
Date:			
Student Name:			
Student ID:			
Course Code/ Course Name:			
Course Commencement Date:			
CHANGE DETAILS			
<input type="checkbox"/> I wish to Withdraw from this course. I understand I need to abide by the Fees, Charges and Refund Policy.			
Withdrawal Date:	/ /		
Withdrawal Reason:			
Signature:		Date:	/ /
<input type="checkbox"/> I wish to Transfer to another course date. I understand my transfer will be subject to course availability.			
Transfer to Date:	/ / or / /		
Transfer Reason:			
Signature:		Date:	/ /
<input type="checkbox"/> I wish to Transfer to another delivery mode. I understand there may be further fees involved.			
Transfer Date:	/ /		
Transfer Reason:		New Delivery Mode:	<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Online
Signature:		Date:	/ /
<input type="checkbox"/> I wish to Defer my enrolment in this course. I understand that my enrolment has an expiry date.			
Defer to Date:	/ /		
Deferral Reason:			



Signature:		Date:	/ /
<input type="checkbox"/> I wish to Suspend my enrolment in this course. I understand that my enrolment has an expiry date.			
Suspend to Date:	/ /		
Suspension Reason:			
Signature:		Date:	/ /
AUTHORISATION			
Authorisation for Processing			
Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	
Comments:			
Name:		Position:	
Signature:		Date Processed:	/ /
ADMIN USE ONLY			
Changed in 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: