

Student Details			
Name:		Student ID:	
Contact Tel:		Mobile:	
Email:			
Course(s):		Course Start Date:	

Change Details at student request			
<input type="checkbox"/> I wish to withdraw from this course. I understand I need to abide by the <i>Fees, Charges and Refunds</i> Policy.			
Withdrawal Date:			
Withdrawal Reason:			
Signature		Date:	
<input type="checkbox"/> I wish to defer to another course date. I understand my deferral will be subject to the dates availability.			
Transfer to Date:			
Transfer Reason:			
Signature		Date:	
<input type="checkbox"/> I wish to Transfer to another course. I understand there may be further fees involved and availability of the course.			
Course Transfer Date:			
Course Transfer Reason:		New Delivery Mode:	<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence <input type="checkbox"/> Online
Signature		Date:	
Signature		Date:	

Change Details at provider's request			
<input type="checkbox"/> MT wishes to cancel the student's enrolment in this course.			
Cancellation Date:			
Cancellation Reason:			
Signature		Date:	
<input type="checkbox"/> MT wishes to suspend the student's enrolment in this course.			
Suspension to Date:			
Suspension Reason:			
Signature		Date:	
Authorisation			
Finance has cleared this request		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Requested Change has been approved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature:		Finance Position:	
Signature:		Position:	
Print Name:		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:

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