



Change in Enrolment Form (withdrawals and deferments)

<i>Written request from student (or parent/guardian if under 18 years) – email/letter/evidence that supports application must be attached to this Form, where applicable</i>
Full Name:
Student ID Number:
Email:
Contact Phone Number:
Current Course Enrolled:

Applying for: (tick)	<input type="checkbox"/> Withdrawal (go to Section 1)	<input type="checkbox"/> Deferment (go to Section 2)	<input type="checkbox"/> Other (go to Section 1)
Please outline Reason:			

Section 1

Withdrawal or Other Reason (where applicable)			
Please tick:	<input type="checkbox"/> Refund		<input type="checkbox"/> Credit Note
Preferred Method of Refund (tick):			
<input type="checkbox"/> Cheque			
<input type="checkbox"/> Credit Card	Master Card / Visa (circle one)	Card No:	Expiry Date:
<input type="checkbox"/> Bank Deposit	BSB:	Account No:	Bank:
Account Name in Full:			



Section 2

Deferment		
Date when deferment is applied for:	/	/
(Note: you may only apply for 12 months)		
Date you wish to recommence your studies:	/	/

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 LITA Training's decision and using the Decision Appeals Lodgement Form (available on LITA Training's website).

Student Signature:	Date of this Application: / /
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Office Use Only: Withdrawal and Other Reason	
Approval/Not Approval Decision:	
Tuition Fees <input type="checkbox"/> Full Refund <input type="checkbox"/> Partial Refund – Specify: <input type="checkbox"/> No Refund – Specify:	Material Fees (where applicable) <input type="checkbox"/> Full Refund <input type="checkbox"/> Partial Refund for Material <u>not</u> issued <input type="checkbox"/> No Refund – Specify:
General Manager: <input type="checkbox"/> Refund Approved <input type="checkbox"/> Refund Not Approved Date: / / Signature: Finance Officer <input type="checkbox"/> Refund Approved <input type="checkbox"/> Refund Not Approved Date: / / Signature: Date student notified of decision:	Office Use Only (Finance) Refund Amount: \$ _____ Refund No: _____ Change of Enrolment Actioned: <input type="checkbox"/> Yes <input type="checkbox"/> No Processed by: _____
For Skilling South Australia students: Training Account has been rendered as inactive. Date actioned: _____ LITA Training staff members initials: _____	



Office Use Only: Deferment		
Deferment Decision:		
General Manager <input type="checkbox"/> LITA Training advised the student that as of: / / he/she has been deferred from their course and that once the deferment end date has been reached, any prior agreed payment plans will re-open and payments will continue as previous. <input type="checkbox"/> The deferment remains valid until: / /		
<input type="checkbox"/> Deferment Not Approved. Reason:		
Signature:	Date:	/ /
1. Date Payment arrangement placed on hold:	/ /	Officer's initials:
2. Payment re-commencement actioned on:	/ /	Officer's initials:
CHECK (tick): <input type="checkbox"/> Hard copy placed on Student File. <input type="checkbox"/> Student has been advised of the outcome. <input type="checkbox"/> Trainer/Assessor has been advised of the outcome. <input type="checkbox"/> All relevant refund/deferment tasks actioned.		
Name and position of LITA Training officer: Signature:		
Date:		/ /