



Student Details	
Full Name:	
Student ID Number:	
Email:	
Contact Phone Number:	
Current Course Enrolled:	

Reason for withdrawal	
Please outline Reason:	
Sign: _____	Date: _____

Relationship to Student:



Refund Details – if 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:			

Office Use Only: Withdrawal and Other Reason	
Date Received: _____	
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: _____	