

Course Withdrawal/Amendment Form

This form should be completed by those students wanting to withdraw from training before the completion of their course. A reason for the withdrawal is required if you are requesting a refund.

Students enrolled under a Traineeship: You will need to complete the relevant traineeship/apprenticeship cancellation form to cancel your training contract before we can process your Withdrawal Form.

Section 1 –Participant Details			
Name:		Student ID:	
Contact Tel:		Mobile:	
Email:			
Postal Address:			
Qualification / Course:		Course Date:	

Please email this completed form to info@ltt.com.au.

Once your withdrawal has been processed, you will be issued with a Statement of Attainment for any competencies you have achieved with LTT. This statement cannot be provided until all outstanding fees have been paid. If competencies have not been attained, no further notification of withdrawal will be provided unless specifically requested.

Refunds will be processed as per our *Refund Policy*. Any deposit made at enrolment will not be refunded.

Section 2 – Change Details			
<input type="checkbox"/> I wish to withdraw from this course. I understand I need to abide by the Refunds Policy and that a refund may not be applicable to my situation.			
Withdrawal Date:			
Withdrawal Reason:			
Bank Account Name:			
BSB Number:		Account Number:	
Signature		Date:	

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:	

I wish to put my enrolment in this course on hold. I understand that my enrolment has an expiry date.

Defer to Date:			
Deferral Reason:			
Signature		Date:	

Section 3 – Authorisation

Requested Change has been approved? Yes No

Signature:		Position:	
Print Name:		Date Processed:	

Admin Use Only	Completed by:			
Eligible/approved for refund?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount/reason:	
Changed in VETtrak:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	
SOA issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Date:	
EziDebit cancelled?	<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Date:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	
Accounts Use Only	Completed by:			
Credit raised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount/reason:	
Refund paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Date:	