

Enrolment Cancellation, Withdrawal or Deferment Form

This form is to be completed by MiTraining students requesting a change to their enrolment status.

Please return the completed form to support@mitraining.edu.au.

|  |  |
| --- | --- |
| Full Name |  |
| Phone |  | USI |  |
| Email |  |
| Course Code and Name |  |

# Cancellation

[ ]  I wish to cancel my enrolment prior to commencing

|  |  |
| --- | --- |
| Cancellation Date |  |
| Cancellation Reason |  |

# Withdrawal

[ ]  I wish to withdraw from my course

|  |  |
| --- | --- |
| Withdrawal Date |  |
| Withdrawal Reason |  |

# Deferment

[ ]  I wish to defer my enrolment for [ ]  3 months [ ]  6 months

|  |  |
| --- | --- |
| Deferment Date | From: / / To: / / |
| Deferment Reason |  |

# Student Declaration

I declare that I have read the Enrolment Policy and Refund Policy. I understand that although I am cancelling, withdrawing or deferring from my studies, I will still be subject to the terms applicable to my commencement date and will be responsible for any fees outstanding.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

# MiTraining use only

|  |  |
| --- | --- |
| Outcome | [ ]  Approved [ ]  Denied |
| Reason if Denied |  |
| Refund Amount (if applicable) |  |
| Name |  | Title/Position |  |
| Signature |  | Date |  |