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| Written request from student-Email/ letter etc must be attached to this form, if applicable |
| Full Name:       |
| Student Number :        |
| Email Address:       |
| Contact phone number:       |

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| **Course Name:** |  |

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| Applying for ( Please **🗸**) | [ ]  **Cancellation**( Go to section-1) | **[ ] Withdrawal**(Go to section-1) | [ ] **Deferment**( Go to section-2) | [ ] **Extension**(Go to section-1) |

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|  | **Reason:** |  |  |
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***Section-1 (Finance to Attach the Statement of Account with this form prior to sending for approval)***

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| **Cancellation / Withdrawal / Deferment / Extension** |
| ( Please **🗸**) | [ ]  Refund |  [ ]  Credit Note |
| Preferred Method of refund:      |
| [ ]  Cheque |  |
| [ ]  Credit card | Master card / Visa ( circle one) | Card Number:      | Expiry date:      |
| [ ]  Bank Deposit | BSB      /       | Account Number:      | Bank:      |
|  Account name in Full:       |

***Section-2***

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| **Deferment / Extension**  |
| Date when deferment/extension is applied for:      /       /      |
| **NOTE: Deferments / Extension only up to a maximum of THREE (3) months** |
| Date you wish to recommence your studies:      /       /      |
| *You have the right to appeal any decision made that you disagree with. This must be done within 20 days of the date of this decision.* |

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| Your Signature:  | Date of this Application:      /      /       |

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| **Office Use Only :- Cancellation / Withdrawal / Deferment / Extension** |
| **Approval** |
| **Training Fees**[ ]  Full Refund[ ]  Partial Refund – Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  No Refund – Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Materials**[ ] Refund ALL material fees[ ] Refund ONLY materials not issued[ ] Refund NO material fees |
| **CEO**[ ]  Refund Supported [ ]  Refund not supportedSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:      /      /       | **Office Use Only**Refund amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Refund # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Change of enrolment processes: **[ ]  YES** **[ ]  NO** If not approved, date letter sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Office use Only :- Deferment/ Extension** |
| **Deferment/ Extension Decision** |
| Rise Education and Training advises that as of \_\_\_\_\_/ \_\_\_\_\_ /\_\_\_\_\_\_your course has been Deferred/Extension. The Deferment/Extension will only remain valid until: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_ |
| Approval by CEO :- [ ]  YES [ ]  NO Signature: Date:  |
| 1. Date Payment Plan stopped: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_
2. Amend PayWay to recommence Payment Plan: \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_

Implemented by Administration :- [ ]  YES [ ]  NO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_ |
| 1. Scanned copy of this form saved onto Wisenet with note confirming outcome of deferment/extension request.
2. Hardcopy placed in student file. 3. Advise student of outcome 4. Advise trainer of outcome

Implemented by Administration:- [ ]  YES [ ]  NOSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_ |

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| **Document History and Version Control** |
| **Document Author:** Compliance Manager | **Review Date: 8th Feb 2020** |
| **Version** | **Date Approved** | **Approved by** | **Brief Description** |
| 01 | 8th Aug 2019 | CEO | New Form |