

## WITHDRAWAL or CHANGE TO ENROLMENT FORM

This form must be completed by a student and/or authorised staff member in case of student changing group, withdrawing/deferring from a course or cancellation by Mint Training.

In all cases, this form **must** be signed by both student and authorised staff member. **\* represents mandatory fields**

### Student's Details

<b>Student's Name*</b>		<b>Student ID</b>	
<b>Course enrolled in*</b>	Code: _____	Title: _____	
<b>Email*</b>		<b>Mobile Phone*</b>	

<b>Type of Change*</b>	<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Deferral / Change of group	<input type="checkbox"/> Cancellation by RTO
<b>Reason of change*</b>	<input type="checkbox"/> Personal / Health	<input type="checkbox"/> Other Work/Study commitments	<input type="checkbox"/> Family commitments
	<input type="checkbox"/> Lack of attendance	<input type="checkbox"/> Unsatisfactory course progress	<input type="checkbox"/> Financial hardship
	<input type="checkbox"/> Other ( <i>please specify</i> ): _____		

**In case of Deferral / Change of Group, a re-commencement date must be provided:**

<b>Deferral dates</b>	<i>From (date):</i> _____	<i>To (date):</i> _____
<b>New group</b>	_____	<b>Re-commencement Date</b>
		_____

**Comment / Notes:**

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### Student Declaration

I acknowledge that I have read and understood Fee & Refund policy and Student Handbook. I hereby agree to pay any applicable administration fees and an outstanding course fees.

<b>Student Signature*</b>		<b>Date*</b>	
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### Office Use Only

<b>Authorised Staff member's Name*</b>		<b>Vettrak updated by*</b>	
<b>Signature*</b>		<b>Signature*</b>	
<b>Date*</b>		<b>Date*</b>	