

COURSE CANCELLATION, WITHDRAWAL, TRANSFER, CHANGE OF DELIVERY MODE (DISTANCE) FORM

In the event of a student requesting a cancellation, withdrawal, transfer or change of delivery mode be lodged:

1. All applications must be in writing, and the application may be delivered by email or in person to H&H
2. Once completed, this form will be submitted to and actioned by the Team Leader or General Manager within 5 days of receipt
3. The student must have all payments toward their course, paid and up to date at the time of this request

Applicant details

Last name:	First name(s):	Date:
Address:		
Telephone contact:	Alternate contact:	
Email address:		
Course Name/Code:	Student number:	
Trainer Name:		

SECTION 1. Cancellation, withdrawal details (to be completed by student)

Student has been absent or requested withdrawal from enrolment. There must be a minimum of 3 attempts made and recorded in Axcelerate to contact student. The Withdrawal starts from the day the student signs this form and takes 5 working days to be implemented.

The student will be issued with the appropriate statements for all units completed and/or paid for to date, upon approval of cancellation or withdrawal. The student request will be assessed, as per the H&H Refund Policy.

If the cancellation or withdrawal is approved an administration fee will be payable.

Please explain, in detail, why you wish to cancel or withdraw your enrolment with H&H

Please document the evidence you have to support your application to cancel or withdraw (ie. medical certificate or other relevant information)

Date of cancellation or withdrawal:

Approved

Not Approved

Signature of H&H representative:

SECTION 2. Deferral details (to be completed by student)	
Student has requested a deferral of studies; this is to be approved by the General Manager. No deferral is applicable after 3 months of study.	
<i>Please explain, in detail, why you wish to defer your studies with H&H</i>	
<i>Please document the evidence you have to support your application to defer (ie. medical certificate or other relevant information)</i>	
Date of deferral and applicable period:	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Signature of H&H representative:	

SECTION 3. Transfer/Change of delivery mode details (to be completed by student)	
Student has requested a transfer/change of delivery mode of studies; this is to be approved by the General Manager. No more than two transfers are able to be undertaken by any one student.	
<i>Please explain, in detail, why you wish to transfer/change delivery mode your studies with H&H</i>	
<i>Please document any relevant information you have to support your application to transfer/change delivery mode</i>	
Current Delivery Code: _____	New Delivery Code: _____
Date of transfer/change delivery mode:	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Signature of H&H representative:	
Student's Agreement to the terms mentioned above:	
By signing this form, you are agreeing with the change of status of your enrolment with H&H Accredited Training.	
Student Signature: _____	Date: ___ / ___ / ___
H&H Representative's Signature: _____	Date: / /