Enrolment Amendment Form



Date:				
	Day	Month	Year	

Enrolment Amendment Form

This form is to be used by currently enrolled students seeking to defer or withdraw from RED MAKO LEARNING PTY LTD courses. In order to cancel classes and withdraw:

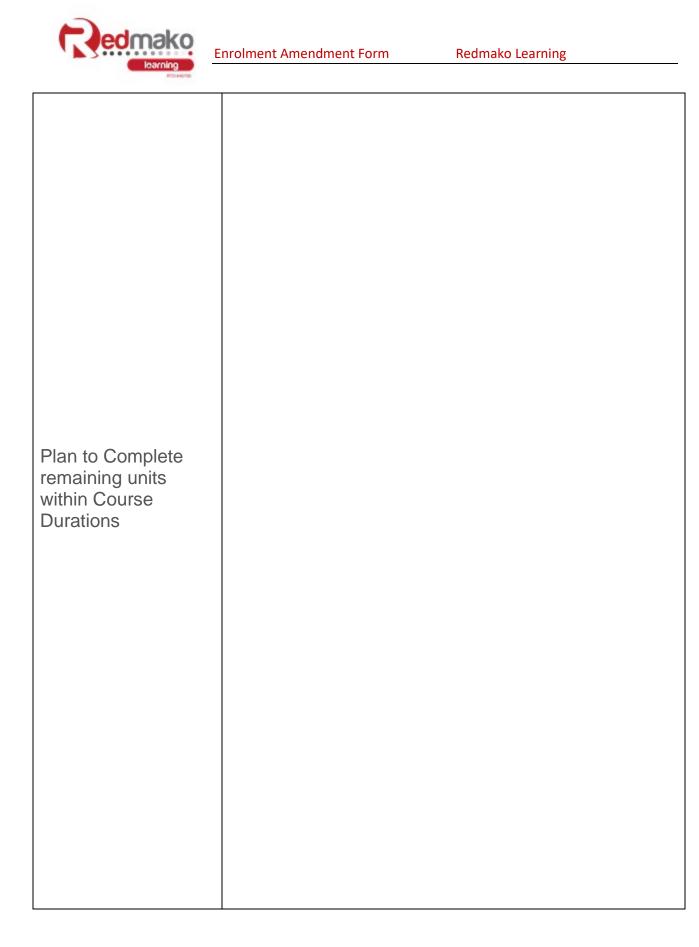
- You must speak with your TRAINER or TUTOR in person or via phone to discuss your reasons for deferring or withdrawing PRIOR to submitting this form
- Completion of this form DOES NOT withdraw your enrolment from your REDMAKO LEARNING PTY LTD course.
- Your completed form will be escalated to the REDMAKO LEARNING PTY LTD TRAINING MANAGER for final authorization before your withdrawal is processed.

Please note the withdrawal date must be after the date the form is completed.

STUDENT DETAILS:

Student ID	
Student Name	
Email	Date
Course	
Phone number	
Address	

	REQUEST TO DEFER	
Reason for Deferment		
Requested		
Commencement		
Date of Deferment		
Requested Period of		
Deferment		
Last Date of		
Deferment		





OFFICE USE:

Staff member name	
Date of contact with	
student	
Is the student's plan	Yes 🖬 No 🗖
to complete units	
within course	Comments:
duration accepted?	
Deferment Fee has	Yes No D
been Collected	Commentation
	Comments:
Is Deferment	Yes 🗆 No 🗖
approved?	
Comments	
AUTHORISED BY	TRAINING MANAGER
Name	
Signature	



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	REQUEST TO WITHDRAW (Student initiated)
Date of withdrawal	
Reason for withdrawing	
	I understand that submission of this request to withdraw does not initiate a refund and that to apply for a refund I must complete the separate refund request form.
Signature	

OFFICE USE:

Staff member name		
Date of contact with		
student		
Has the student paid all outstanding fees?	Yes D No D	
0	Comments:	
Date file finalised and Statement of Attainment issued		
AUTHORISED BY:	TRAINING MANAGER	SALES MANAGER (if training has not yet commenced)
Name		
Signature		

Enrolment Amendment Form







OFFICE USE:

	CANCELLATION (RML or DESBT Initiated)
Date of	
CANCELLATION	
Reason for	
CANCELLATION	
Initiating Party	

Staff member name			
Date of contact with			
student			
Date of written			
notification			
Has the student paid	Yes 🗖	No 🗖	
all outstanding fees?			
	Comme	nts:	
Date file finalised			
and Statement of			
Attainment issued			
AUTHORISED BY:	TRAININ	NG MANAGER	SALES MANAGER
Name			
Signature			