

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](mailto: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 |  |