

DEFERRALS

Use this form to request to be deferred from an accredited course

- Before you apply to defer from a course it is strongly recommended that you discuss the matter with your Course Coordinator.
- Depending on the date of your deferral, you may still be liable for fees related to any non-completed component of your units. Refer to the refund terms and conditions.
- You cannot defer from your course enrolment to avoid the requirement to Show Cause for unsatisfactory academic progress in a given academic year.
- Students may only defer from an accredited course for a maximum period of 6 months. If within your deferral period your course code or criteria is updated or changes you may be required to pay additional course enrolment fees so that you can be enrolled into the newest or current version of your course.

CANCELLATION

Use this form to request to be withdrawn from an accredited course

- Before you apply to withdraw from a course it is strongly recommended that you discuss the matter with your Course Coordinator.
- Cancellation of your course will make you liable for any remaining or outstanding fees relating to your course or non-completed units as Intelligent Training Solutions has already secured trainers, training venues, course resources and printed materials. Your attendance has been taken into account and therefore, withdrawing from your course will result in a vacant position within the course and will deprive Intelligent Training Solutions and the course from the revenue it would provide. Refer to the refund terms and conditions.
- You cannot withdraw from your course enrolment to avoid the requirement to Show Cause for unsatisfactory academic progress in a given academic year.

SECTION 1: COMPLETE ALL DETAILS

ITS STUDENT NUMBER		I	T	S	0	0	0			
Title	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss.		<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.	<input type="checkbox"/> Other			

Legal Given Name		Middle Name	
Legal Family Name		Date of Birth	___ / ___ / ____
Telephone (Home)		Mobile Number	
Address			
Email Address			

What is being requested:

- Deferral of Course (maximum of 6 months will be approved)
- Cancellation of Course (fees and charges will apply)

Reason for the Request:

Student signature Date

Deferral or cancellation of enrolment applications will be accepted only if they are made in writing, on this form or by email, fax or post, signed by the student and sent to the Intelligent Training Solutions administration office.

This form can be emailed to admin@its.vic.edu.au or posted to:

Intelligent Training Solutions, PO BOX 322, Riddells Creek, Victoria 3431

Cancellation of enrolment will trigger the refund arrangements in the written agreement between Intelligent Training Solutions and the student. Please refer to your enrolment terms and conditions for more information. <https://www.its.vic.edu.au/enrolment-terms/>

Students who withdraw from their enrolment and think they are due for a refund must also apply for a refund. Refund applications must be made in writing and sent to Intelligent Training Solutions administration office. To download the refund application form visit: <https://www.its.vic.edu.au/student-administration/>. Written applications for refunds will also be accepted by mail or by email.

ADMINISTRATION: OFFICE USE

APPLICATION STATUS

A deferral of enrolment has been granted.

A withdrawn (cancellation) of enrolment has been granted.

NOTE: DEPARTMENT OR COORDINATOR MUST ADVISE STUDENT IN WRITING

REASON: _____

Course Enrolment Office Use Only for Completion in Student One	Administrator Initial		Date Entered		Date Documents Scanned	
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ADMINISTRATION OFFICER SIGNATURE