

DEFERRING FROM AN ACCREDITED COURSE

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 six 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.

WITHDRAWING FROM AN ACCREDITED COURSE

Use this form to request to be **withdrawn** from an accredited course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 stated in your enrolment terms and conditions. Our enrolment and refund terms and conditions are publicly available on our website.
- You cannot withdraw from your course enrolment to avoid the requirement to 'Show Cause' for unsatisfactory academic progress in a given academic year.

PERSONAL AND CONTACT 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 six months will be approved)
- Cancellation of course (fees and charges will apply)

Which course do you wish to defer or withdraw from?

Course Code and Title	
Class Code	

Please state your reason for this 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.edu.au or posted to:

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

Students who withdraw from their enrolment and believe that they may be due for a refund must apply for a refund using the refund application form. 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/>.

OFFICE USE ONLY

STEP 1 - ADMINISTRATION TEAM TO COMPLETE

CLASS CODE		YEAR ENROLLED	
FINANCIAL STATUS (AMOUNT OWING)	\$		

STEP 2 – COURSE COORDINATOR | TRAINER & ASSESSOR | SUPPORT TEAM TO COMPLETE

CURRENT RESULTS FINALISED AND SUBMITTED TO ADMIN OFFICE	<input type="checkbox"/> YES <input type="checkbox"/> NO	PERCENTAGE OF COURSE COMPLETED	%
DOES THE STUDENT HAVE ANY PARTIALLY COMPLETED ASSESSMENTS*	<input type="checkbox"/> YES <input type="checkbox"/> NO		

*If YES, these results must be finalised.

STEP 3 - TRAINING MANAGER TO COMPLETE

HAVE YOU VERABLY SPOKEN WITH THE STUDENT TO DISCUSS THEIR REASONS FOR DEFERRING OR WITHDRAWING? *	<input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU ADDED YOUR NOTES AND OR OBSERVATIONS TO THE STUDENTS FILE	<input type="checkbox"/> YES <input type="checkbox"/> NO
PAYMENT V COMPLETION RATE PERCENTAGE	%

* In accordance with ITS policy and procedures, it is strongly recommended that students have the opportunity to speak with a coordinator before considering deferring or withdrawing from a course.

OUTCOME

- A DEFERRAL OF ENROLMENT HAS BEEN GRANTED.
- A WITHDRAWAL OF COURSE HAS BEEN GRANTED.

NOTE: DEPARTMENT OR COORDINATOR MUST ADVISE STUDENT IN WRITING

IF A DEFERRAL HAS IS APPROVED

DEFFERAL START DATE		DEFFERAL END DATE	
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IF A WITHDRAWAL HAS IS APPROVED

EFFECTIVE DATE OF WITHDRAWAL		TRAINING MANAGER SIGNATURE	
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STEP 4 – FINANICAL TEAM TO COMPLETE

HAS THE STUDENT BEEN SENT A LETTER CONFIRMING THE OUTCOME	<input type="checkbox"/> YES <input type="checkbox"/> NO	HAS THE STUDENT'S FINANCIAL ACCOUNT BEEN UPDATED	<input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE THE TRAINERS, ASSESSOR AND SUPPORT TEAM BEEN INFORMED OF THE DECISION	<input type="checkbox"/> YES <input type="checkbox"/> NO	HAS THE STUDENTS PROFILE BEEN UPDATED WITH THE OUTCOME	<input type="checkbox"/> YES <input type="checkbox"/> NO

Office Use Only	Administrator Initial	Date Entered	Date Documents Scanned
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