



Office Use Only: Deferment	
Date Received: _____	
Deferment Decision:	
<p>CEO</p> <p><input type="checkbox"/> LITA Training advised the student that as of: / / he/she has been deferred from their course and that once the deferment end date has been reached, any prior agreed payment plans will re-open and payments will continue as previous.</p> <p><input type="checkbox"/> The deferment remains valid until: / /</p>	
<p><input type="checkbox"/> Deferment Not Approved. Reason:</p>	
Signature:	Date: / /
1. Date Payment arrangement placed on hold: / /	Officer's initials:
2. Payment re-commencement actioned on: / /	Officer's initials:
CHECK (tick):	
<p><input type="checkbox"/> Hard copy placed on Student File.</p> <p><input type="checkbox"/> Student has been advised of the outcome.</p> <p><input type="checkbox"/> Trainer/Assessor has been advised of the outcome.</p> <p><input type="checkbox"/> All relevant refund/deferment tasks actioned.</p>	
Name and position of LITA Training officer:	
Signature:	Date: / /