





**Office Use Only: Deferment**

**Date Received:** \_\_\_\_\_

**Deferment Decision:**

**CEO**

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.

The deferment remains valid until:     /     /

Deferment Not Approved. Reason:

**Signature:**

**Date:**

/ /

1. Date Payment arrangement placed on hold:     /     /

**Officer's initials:**

2. Payment re-commencement actioned on:     /     /

**Officer's initials:**

**CHECK (tick):**

- Hard copy placed on Student File.
- Student has been advised of the outcome.
- Trainer/Assessor has been advised of the outcome.
- All relevant refund/deferment tasks actioned.

**Name and position of LITA Training officer:**

**Signature:**

**Date:**

/ /