

Withdrawal Form

This form must be completed by the student (or parent/guardian if under 18 years) or employer on behalf of the student and returned to LITA Training to withdraw from a course.

Student Details			
Full Name:			
Student ID Number:			
Email:			
Contact Phone Number:			
Current Course Enrolled:			

	Reason for withdrawal
Please outline Reason:	
Sign:	Date:
y	

If form has been completed on behalf of student

Name:

Relationship to Student:



Refund Details – if applicable					
Please	e tick:	Refund		Credit Note	
Preferred Method of Refund (tick):					
	Cheque				
	Credit Card	Master Card / Visa (circle one)	Card No:	Expiry Date:	
	Bank Deposit	BSB:	Account No:	Bank:	
A	ccount Name in I	Full:			

Office Use Only: Withdrawal and Other Reason				
Date Received:				
Approval/Not Approval Decision:				
Tuition Fees	Material Fees (where applicable)			
 Full Refund Partial Refund – Specify: No Refund – Specify: 	 Full Refund Partial Refund for Material <u>not</u> issued No Refund – Specify: 			
CEO:	Office Use Only (Finance)			
 Refund Approved Refund Not Approved 	Refund Amount: \$			
Date:	Refund No:			
Signature:	Change of Enrolment Actioned:			
Finance Officer				
Refund Approved	□ No			
Refund Not Approved				
Date:	Processed by:			
Signature:				
Date student, employer (where fees paid by employer) or school (for VET for School students) notified of decision:				
For Skilling South Australia students: Training Account has been rendered as inactive.				
Date actioned: LITA Training staff members initials:				
For VET for Schools students: the home school has been notified in writing of the student's withdrawal.				
Date actioned: LITA Training staff members initials:				

PP010/02