

WITHDRAWAL or DEFERRAL INFORMATION

Students who wish to withdraw or defer from their studies at My Flex Training (MFT) are required to inform the RTO in writing. This can be done by completing the Withdrawal or Deferral Form.

This ensures that MFT can appropriately close off the student's enrolment and maintain accurate and up-to-date records. Students will have an opportunity when notifying the RTO of their withdrawal to apply for a refund. Any request for a refund will be assessed in accordance with the MFT Fees, Charges and Refund Policy.

WITHDRAWAL or DEFERRAL APPLICATION

Applicant Name:

Applicant Request:

- Defer my studies for _____ months (up to 6 months from request receipt date)
- Withdraw for other reason
- Discontinue my studies
- Transfer to another training provider

Reason for Consideration:

Signature of Applicant:

Date:

Staff Member Name:

Last Participation Date:

Withdrawal or Deferral Form

Administration Use Only

- Staff initiated withdrawal
- Staff initiated deferral
- Letter/Email sent to applicant
- PowerPro contact record updated, participation/results finalised

The Recommendation is: Approved Declined

Approved By:

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Date Approved:

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Reason for Approval:
