

STUDENT DEFERRAL/SUSPENSION/WITHDRAWAL FORM

Complete and sign this Form and forward to Job Training Institute
VIC: Level 5, Plaza Business Centre, 26 McCrae St, Dandenong, VIC 3175
Level 4, 259 Collins Street, Melbourne, VIC 3000

Student Full Name			
Student ID		Skills for All Number (If applicable)	
Email Address		Mobile Number	
Course Code and Title			
I would like to apply for a: (tick one)			
<input type="radio"/> Deferment <input type="radio"/> Suspension <input type="radio"/> Withdrawal			
from my course.			
DEFERMENT OF COURSE			
Start Date			
End Date			
Reason:			
SUSPENSION OF COURSE			
Start Date			
End Date			
Reason:			
WITHDRAW OF COURSE			
Reason:			
By signing this declaration, I declare the following is true:			
<ul style="list-style-type: none"> • I agree and understand that JTI will follow the refund policy stated in our enrolment forms and students' handbook. • I have read, understood and agreed to the terms and conditions of Job Training Institute (JTI) refund policy as stated in the JTI Student Information Booklet • Any evidence that I attach in this form are true. 			
Student Signature			
Date			

OFFICE USE	
The application has been <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Cancelled	
GENERAL MANAGER/DIRECTOR PRINTED NAME AND SIGNATURE	
DATE:	
COURSE MANAGER PRINTED NAME AND SIGNATURE	
DATE:	