

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 I would like to apply for a: (tick one) **O** Deferment **O** Suspension O 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: • 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

RTO Number: 122208 CRICOS Number: 03373B Revision date: 10 Apr 2018
Next Review: 10 Apr 2019 Email: contact@jti.edu.au Revision: 1.1
© Job Training Institute Website: www.jti.edu.au Page 1 of 2

OFFICE USE			
The application has been	Approved	Not Approved	Cancelled
GENERAL MANAGER/DIRECTOR PRINTED NAME AND SIGNATURE			
DATE:			
COURSE MANAGER MANAGER PRINTED NAME AND SIGNATURE			
DATE:			

RTO Number: 122208 CRICOS Number: 03373B Revision date: 10 Apr 2018 Email: contact@jti.edu.au
Website: www.jti.edu.au Next Review: 10 Apr 2019 © Job Training Institute

Revision: 1.1

Page 2 of 2