



## Student cancellation, substitution or withdrawal

### Personal details

Student name: ..... Date: .....

Course Code: ..... Course Title: .....

### Status change details

Cancellation Date: ..... \*FIT allows a student to cancel their enrolment, with a full fee refund, if they cancel two weeks or more before their course starts.

Withdrawal Date: ..... \*FIT allows a student to withdraw from their course, after it starts. If they wish to do so, they can defer their course and complete at a later date.

Deferment Date: ..... \*FIT will give a student a pro-rata credit if they cannot continue the course for unavoidable reasons. They can use the credit to pay for a future course of their choice, and they can transfer it to another person or people in their company. The credit is non-refundable.

Defer to course: .....

Transfer enrolment to (name): .....

Substitution Date: ..... \*A student can choose to transfer their enrolment to another person, but they must tell FIT this, in writing, before the course starts.

Substitute enrolment to (name): .....

### Completion guarantee

Once a student has started their course, FiT will ensure, to the best of its ability, the provision of training and assessment services through to when they complete their course.

If FiT becomes no longer able to provide the services itself (due to, for example, low staff numbers or its closure), it will endeavour to organise a place for the student at the most conveniently located RTO. FiT will not be liable for associated costs (such as, for example, travel and accommodation to the new RTO).

\*Please refer to our Fees, charges & enrolment status changes policy for further information.

### Student declaration

I understand I will be liable for all fees and charges as outlined in the *Fees, charges & enrolment status changes policy*.

I declare that the information I have provided is correct.

Signature: .....

Date: .....

### OFFICE USE ONLY

<input type="checkbox"/> Fee refund, amount refunded \$	Signature: .....	Date: .....
<input type="checkbox"/> Current valid drivers licence/learners permit		
<input type="checkbox"/> Current valid passport		