

ENROLMENT VARIATION REQUEST



Complete this form if you are **seeking to withdraw, defer or vary or extend your course of enrolment** with REACH for Training (REACH)

- Extension request would be provided if you are varying your enrolment duration within three (3) months.
- Any extension request over three (3) month's duration, you may apply for a deferral request or again in the last week of the approved extension period.

FIRST NAME		LAST NAME		
ADDRESS		STATE	POST CODE	
EMAIL		PHONE		
LOCATION		USI		
QUALIFICATION CODE & TITLE				
COURSE COMMENCEMENT DATE				

VARIATION TYPE & REASON ATTACH EVIDENCE All reasons must be supported by a valid evidence of claims <i>e.g. Medical certificate, Centrelink statement, job offer letter, bank statements, change of address proof or other valid evidence</i>	Extension:	Deferral:
	<input type="checkbox"/> Health conditions / illness <input type="checkbox"/> Learning barriers / challenges <input type="checkbox"/> Financial hardships <input type="checkbox"/> Personal or family problems	<input type="checkbox"/> Transfer to another qualification within REACH <input type="checkbox"/> Personal or family problems <input type="checkbox"/> Health conditions / illness <input type="checkbox"/> Financial hardships
	Expected re-commencement Date:	
	Withdraw	
	<input type="checkbox"/> My course selection is different from my career goals <input type="checkbox"/> Health conditions / illness <input type="checkbox"/> Obtained employment <input type="checkbox"/> Lack of Support	<input type="checkbox"/> Financial hardships <input type="checkbox"/> Personal or family problems <input type="checkbox"/> Moving interstate / Overseas <input type="checkbox"/> Transfer to another College / University pathway
	<input type="checkbox"/> Other Variations & Reasons:	

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Note: Learners who are requesting the refund due to this arrangement, please complete "Refund Request Form" and submit along with this form. The form could be downloaded from our website <https://www.reachfortraining.com.au/learners/forms-and-downloads/>

DECLARATION:

- I understand, REACH for Training (REACH) has provided alternative support options, prior to making my decision for enrolment variation.
- I understand and I accept the responsibilities and obligations for this arrangement.

For learners who are enrolled under Government subsidised training arrangements,

- I understand REACH may re-assess my eligibility at the time of re-commencement and fees & charges may vary based on the fee policy of the subsidised training arrangements.

I authorise:

- REACH to withdraw me from all study commitments I am involved in, effective from the requested date.
- Any fees or charges due to extension or deferral arrangement to be transferred during the time of re-commencement.

Learner Signature

Date

Office Use Only			
Date of Learner Meeting		RTO Manager Signature	
Comments:			

Learner request approved Yes No

CEO Signature

Date